



## DISTRICT OF HUDSON'S HOPE AGENDA

Council Chambers

May 8, 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.

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**1. Call to Order:**

**2. Dedication Page:**

**3. Delegations:**

**4. Notice of New Business:**

Mayor's List:

Councillors Additions:

CAO's Additions:

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

**6. Declaration of Conflict of Interest:**

**7. Adoption of Minutes:**

M1 Regular Council Minutes – April 24, 2023

Page 3

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

**9. Public Hearing:**

**10. Staff Reports:**

SR1 2022 – Statement of Financial Information (SOFI)

Page 11

SR2 Agreement with HHHC and Housing Society

Page 54

SR3 By-Election – Appointment of Election Officers

Page 74

SR4 King Gething Recreation Vehicle Sani-Dump - Tender

Page 85

SR5 Swimming Pool – Rehabilitation Update

Page 87

**11. Committee Meeting Reports:**

**12. Bylaws**

**13. Correspondence:**

C1	Community Futures – Requesting Letter of Support for Funding a Regional Business Liaison Positions in the Northeast Region	Page 91
C2	City of Dawson Creek – Repeat Offenders Letter	Page 117
C3	Ministry of Emergency Management & Climate Readiness – Emergency Preparedness and Resources Available	Page 119
C4	Public Works Week Proclamation	Page 121
C5	Peace River Regional District – Invitation to Collaborate on Accessible British Columbia Act Initiatives	Page 122
C6	Circus Wonderland – Arena Rental	Page 131
C7	Silver Willow – Letter of Support – BC Hydro GO Fund	Page 133
C8	River of the Peace Metis Society – Letter of Support – BC Hydro GO Fund	Page 134

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

**15. Old Business:**

**16. New Business:**

**17. Public Inquiries:**

**18. In-Camera Session**

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**19. Adjournment**



**COUNCIL MEETING**  
**District Office – Council Chambers**  
**6:00 P.M.**  
**April 24, 2023**

Present: Mayor Dave Heiberg  
Councillor Kelly Miller  
Councillor James Cryderman  
Councillor Tashana Winnicky  
Councillor Tina Jeffrey

Absent: Councillor Debbie Beattie (*with notice*)  
Councillor Travous Quibell (*without notice*)

Staff: Chief Administrative Officer, Mokles Rahman  
  
Director of Protective Services, Fred Burrows  
Manager of Public Works, Gordon Davies  
Recreation Officer, Kelsey Shewfelt  
Administration, Becky Mercereau

Other: Youth Councillor Quentin Kenny  
3 community members in the gallery

**1. CALL TO ORDER**

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

**2. DEDICATION PAGE**

**3. DELEGATIONS**

**D1 RCMP – ANNUAL PERFORMANCE REVIEW**

Corporal Schmidt gave an overview of the current issues happening with the detachment:

- Continuing to monitor speeding throughout the community.
- New sign turning left from Osborne to Canyon Drive was installed and monitoring this intersection.
- Numerous calls regarding the crosswalk to Beattie Park from intersection at Dudley Drive. Need to speak with MOTI regarding signage on Beattie Drive.
- Property theft has dropped significantly since a recent arrest.
- School programs continuing, including dodgeball at lunch time and “Ask the Cop” question periods in classes.

- Discussions with the Director of Protective Services regarding bylaws, collections, and animal control enforcement.
- ATV's at Dinosaur Lake continue to be an issue. Council to look at ideas that could help to minimize road use. Corporal Schmidt was asked to be consulted during sign committee discussions.
- By the end of July, the detachment will be fully staffed.
- The RMCP boat is still in Hudson's Hope, but training is needed for staff to use the craft. There are discussions of trading for a different type of boat which would require less training and would be better suited to this location anyway. Concerns with rescue operations during reservoir filling were also brought up.
- Long weekends coming up will be busy with patrols of ATV'ers and additional members brought in.

## **D2 LIONS CLUB – GRANT APPLICATION**

Kelsey Shewfelt, Lions Club Vice President, presented additional information on the grant request for a Turnkey 16 Foot Kitchen Trailer. With the Community Hall Replacement project in the future, there would be a potential for no kitchen available during these renovations. A mobile kitchen can be used as an emergency kitchen, for community events, and could be rented out for community events. The Lions Club would maintain the unit and it would be available to the District for events and emergency use, similar to the arrangement with the Lions Van. The Lions Club would operate the asset to recover the cost of insurance, licensing, and permitting. Additional fundraising efforts have been made, with the Lions Club contributing funds, donations letters being sent out, and working with NDIIT on grant applications.

## **4. NOTICE OF NEW BUSINESS**

Mayor's Additions: CM 1 - PRRD Update  
CM 2 - BC Hydro Update  
Councillor's Additions: CM 3 - HH Museum Update – Councillor Miller  
CAO's Additions: N/A

## **5. ADOPTION OF AGENDA BY CONSENSUS**

## **6. DECLARATION OF CONFLICT OF INTEREST**

## **7. ADOPTION OF MINUTES**

### **M1 REGULAR COUNCIL MINUTES APRIL 11, 2023**

**RESOLUTION NO. 082 / 2023**  
**M/S Councillors Jeffrey / Winnicky**



***THAT the minutes of the April 11, 2023, Regular Council Meeting be adopted.***  
**CARRIED**

## 8. BUSINESS ARISING FROM THE MINUTES

### BR1 HH HEALTH CARE & HOUSING SOCIETY SILVER WILLOW COURT – LAND TRANSFER

The CAO presented a legal opinion from District lawyer who has no major issues with the Draft agreement. However, he suggested that the District may want to consider an option to purchase to reacquire the property if the development does not proceed or it is not operated as a non-profit.

Council requested a staff report be presented on this issue at the May 8<sup>th</sup> meeting.

## 9. PUBLIC HEARING

## 10. STAFF REPORTS

### SR1 WATER TREATMENT PLANT CHANGE ORDER

#### **RESOLUTION NO. 083 /2023**

#### **M/S Councillors Miller / Beattie**

***THAT Council approve the following additional change orders to complete the Water Treatment Plant Conversion Project.***

***Phase 2: UV Reactors, Electrical Connections and Control Programming***

***\$39,224.05.***

***Phase 3: Electrical and Plumbing \$32,132.15. and***

***THAT Council authorize the Chief Administrative Officer to sign the Change Orders.***

**CARRIED**

Council had questions regarding the change order. Discussion regarding:

- Work is paid on a time and material basis for actual labour and materials provided to complete the project.
- One of the councillors had questions pertaining to detailed breakdown of financials for this change order.
- Council was disappointed as project managers didn't foresee these issues, but sometimes hard to predict in this situation as it was an expedited project to get back to the river source.

### SR2 LOVE HUDSON'S HOPE

#### **MAIN MOTION**

***THAT Council proceed with application to Northern Development Initiative Trust for Love Northern BC (Community Site Transfer or New Shop Local Initiative)***

#### **AMENDMENT TO THE MAIN MOTION**

***THAT Council proceed with application to Northern Development Initiative Trust for Love Northern BC for a New Shop Local Initiative***

#### **MAIN MOTION AS AMENDED**

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

**RESOLUTION NO. 084 /2023**

**M/S Councillors Miller / Jeffrey**

**THAT Council proceed with application to Northern Development Initiative Trust for Love Northern BC for a New Shop Local Initiative**

**CARRIED**

Council agreed to go with the one-time payment of \$10,000 for a new, shop local initiative. Staff to brainstorm ideas on what can be completed with this grant funding and report back.

**SR3 CAO MONTHLY UPDATE**

The CAO provided latest update on his report.

- The UV Reactors should be commissioned by the week of May 8<sup>th</sup> with the clarifier should be commissioned by May 5<sup>th</sup>. Council requested an update be sent out to the public regarding the Water Treatment Plant.
- The recruitment firm has been hired and new posting for Director of Public Works done with a closing date of May 21<sup>st</sup>. The firm has given a one-year guarantee of recruitment.

**SR4 PUBLIC WORKS MONTHLY UPDATE**

The Manager of Public Works gave additional information to his report. Conversion from winter to summer operations has begun, with swimming pool preparation beginning soon. The King Gething sani-dump project should be completed for the May Long Weekend. Council requested that this be advertised for local and regional residents who may be relying on this service for the May Long weekend.

**SR5 PROTECTIVE SERVICES MONTHLY UPDATE**

The Director of Protective gave additional information:

- Waiting for additional supplies for the ESS trailer.
- Described issues with the cracked brass fitting on Engine 1, the causes and solutions they are proceeding with.
- Dealing with issue with VMUX in Engine 1. The contractor will be in the area in May and hoping to have him work on this issue at that time.
- Continuing training with pump operations.
- Recruitment and retention are being looked at and how to draw more volunteers into the membership.
- Heading to Beryl Prairie this week to ensure good working relationships are developed with both stations.

**SR6 SPECIAL EVENTS AND RECREATION MONTHLY UPDATE**

Received for information.

**SR7 SPECIAL PROJECTS UPDATE – CHRIS CVIK**

Received for information.

## 11. COMMITTEE MEETING REPORTS

## 12. BYLAWS

### B1 ADOPTION OF GROWING COMMUNITIES' CAPITAL RESERVE FUND BYLAW NO. 938

**RESOLUTION NO. 085 /2023**

**M/S Councillors Jeffrey / Winnicky**

**THAT Council adopt Bylaw No. 938, 2023 – A Bylaw Growing Communities Capital Reserve Fund.**

**CARRIED**

### B2 ADOPTION OF ANNUAL FINANCIAL PLAN FOR 2023 TO 2027 (BYLAW NO. 936, 2023)

**RESOLUTION NO. 086 /2023**

**M/S Councillors Jeffrey / Cryderman**

**THAT Council adopt the Bylaw No. 936, 2023 – A Bylaw to adopt a Financial Plan for 2023 – 2027.**

**CARRIED**

### B3 TAX RATE BYLAW NO. 937, 2023

**RESOLUTION NO. 087 / 2023**

**M/S Councillors Winnicky / Miller**

**THAT Council adopt the District of Hudson's Hope Tax Rate Bylaw No. 937, 2023.**

**CARRIED**

## 13. CORRESPONDENCE

### C1 SITE C RESERVOIR FILLING TIMELINE

The reservoir filling information session is to be held in Hudson's Hope on Wednesday, May 3 at the Community Hall from 6:00 – 8:00 pm. The council will be asking about foot traffic for when they close DA Thomas. Also, be asking about the emergency response on the reservoir and boat access.

### C2 WILD WOMEN GROW – CAMPGROUND BOOKING REQUEST

**RESOLUTION NO. 088 / 2023**

**M/S Councillors Winnicky / Miller**

**THAT approval be given to the Wild Women Grow Festival to pre-book sites 9 to 16 at the Cameron Lake Campground with full price being paid.**

**CARRIED**

Council requested they be listed as a sponsor. Pre-booking like this will be on a case-by-case basis. Staff are requested to find out from campground attendants after the event how this type of booking worked and if there were any issues or complaints.

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

## **CM1 PEACE RIVER REGIONAL BOARD MEETING UPDATE**

Mayor Heiberg presented information from the last meeting:

- Accessible BC Act is a new provincial law passed in June 2021. Three requirements come into force on Sept 1, 2023. Each local government must fulfill the following requirements.
  - set up an accessibility committee.
  - develop an accessibility plan.
  - have a mechanism for providing feedback on accessibility.
- The PRRD is looking for a regional collaboration approach for accessible BC with member municipalities. The idea being to pool resources to address accessibility concerns in our region. Urban Matters has suggested a four phased approach at a cost of \$77,700. Hudson's Hope cost would be \$1,010. PRRD staff will be reaching out to staff and council soon to discuss interest in participating in the project.
- Solid waste compaction trailer: PRRD Directors passed a motion to purchase three compaction trailers, one of which will be located at the Hudson's Hope Transfer Station. These trailers will reduce hauling trips, increasing efficient, cost, and lower carbon emissions.
- Charlie Lake Volunteer Firefighters: Motion passed to increase honorariums. Effective Jan1, 2023, \$40 per call out plus \$13.33 per hour after the first three hours and \$20 per fire training session. The mayor suggested that PRRD should reach out to member municipalities to gather feedback and perhaps consider a regional approach to developing a PRRD Honorarium Policy.
- Oil and Gas Commission (OGC): The OGC has a new name, BCER, British Columbia Energy Regulator. The name change captures a change in scope which now includes regulatory oversight to include geothermal power, carbon capture, hydrogen, ammonia, and methanol,

## **CM2 EAC Site C - BC Hydro amendment request**

- Recent EAC Site C, BC Hydro amendment request. The mayor has been in contact with Bob Gammer expressing concerns and clarification regarding the proposed amendment. Mr. Gammer's RCLC response was shared with the council.

## **CM3 HUDSON'S HOPE MUSEUM BOARD**

Councillor Miller reported that the Museum will be open 7 days a week starting May 1<sup>st</sup>. Some grant funding has been received. Applications for summer employment have been received and hiring is in the process

## **15. OLD BUSINESS**

### **OB1 LIONS CLUB – GRANT APPLICATION**

**RESOLUTION NO. 089 / 2023**  
**M/S Councillors Winnicky / Miller**

**THAT Council approve a grant-in-aid to the Hudson's Hope Lions Club to purchase a Turnkey 16 Foot Kitchen Trailer, for the remaining amount out of the 80% of funds set out for grants-in-aid to be allocated based on a requirement that they raise the remaining amount of money required and that they present a policy to Council on how they will operate this project.**

**CARRIED**

**With Councillor Miller Opposed**

Council discussed whether to give the Lions Club the full amount or a portion of the grant amount requested. There are currently 3 commercial kitchens in the community (Arena, Curling Club, and Community Hall) which can be utilized during emergencies or when we build a new hall. An investment in a mobile kitchen could be a good business opportunity if rented on a regular basis. Council would like to see a policy on how the rental process will work, the costs, the maintenance, the cleaning, etc. Staff will confirm with finance, but it is believed that the remaining amount would be \$14,617.

## 16. NEW BUSINESS

## 17. PUBLIC INQUIRIES

### PI1 WINONA ROSENBERG – PETITION TO KEEP SHARE SHED OPEN

Ms. Rosenberg informed Council that there is a petition to keep the share shed open at the Transfer Station currently being prepared. The Mayor advised that once complete they can come as a delegate to Council or submit as correspondence.

### PI2 YOUTH COUNCILLOR QUENTIN KENNY - UPDATE

Youth Councillor Kenny updated Council on many upcoming events being planned at the school including, trivia night, dodgeball, and art night.

## 18. IN-CAMERA SESSION

### **RESOLUTION NO. 090 /2023**

**M/S Councillors Miller / Cryderman**

**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 – April 11, 2023
- **Community Charter Section 90 (1) (g):**
  - (g) litigation or potential litigation affecting the municipality
    - Summer Road – Blocked Access – verbal update

**CARRIED**

## 19. RISE AND REPORT

## 20. ADJOURNMENT

Mayor Heiberg declared the meeting adjourned at 8:44 pm.

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Commercial Water Rate Increase-annual budget  
Consideration*

*08/04/19*

*ATV Campground – Naming / Memorial Plaque*

*2022*

*Council Remuneration Policy*

*2023*

Certified Correct:

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

\_\_\_\_\_  
Becky Mercereau, Administration

# REQUEST FOR DECISION

<b>RFD#:</b> 2023-MR-27	<b>Date:</b> April 27, 2023
<b>Meeting#:</b> CM-05-08-23	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> 2022 - Statement of Financial Information (SOFI)	

## RECOMMENDATION:

1. *THAT the District of Hudson's Hope Council adopt the Statement of Financial Information (SOFI) for the year end December 31, 2022 as presented, and*
2. *THAT the Mayor and the Chief Administrative Officer be authorized to sign the Statement of Financial Information (SOFI).*

## BACKGROUND:

The deadline for delivery of the annual Statement of Financial Information (SOFI) report to the Province is June 30, 2023. In addition, the statement of financial information must be made available for public viewing by June 30 each year and be accessible for the following three years.

Under the Provincial *Financial Information Act*, Section (3), within six (6) months after the end of each fiscal year, the local government must prepare a statement of financial information for that fiscal year that includes the following:

- (a) a schedule showing;
  - (i) in respect of each employee earning more than a prescribed amount, the total remuneration paid to the employee and total amount paid for the employee's expenses, and
  - (ii) a consolidated total of all remuneration paid to all other employees;
- (b) a schedule showing;
  - (i) the total amount paid to each supplier of goods or services during the fiscal year that is greater than a prescribed amount, and
  - (ii) a consolidated total of all other payments made to suppliers of goods or services during that fiscal year.

A corporation must keep in its office copies of the financial information statements prepared under this section and make a copy available at its head office during usual business hours for inspection by any person.

**DISCUSSION:**

Elements of the 2022 SOFI report include the following components:

- Separate disclosure of remuneration for Council members including travel expenses
- Separate disclosure of each employee who earned \$75,000 or more and includes the disclosure of travel expenses
- Consolidated total of all other employee wages
- Separate total of payments made to each vendor who received \$25,000 or more
- Consolidated total of all other vendor payments
- Consolidated financial statements and notes to the financial statements
- Schedule of grants-in-aid
- Loan guarantee agreements
- Other selected information

**FINANCIAL IMPLICATIONS:** None

**ATTACHMENTS:**

2022 Statement of Financial Information Package.

Report prepared and approved by:



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Mokles Rahman, CAO



District of Hudson's Hope  
Statement of Financial Information  
For the Year Ended December 31, 2022

The following information package, prepared in accordance with the *Financial Information Act*, was approved by the District of Hudson's Hope Council in open meeting assembled on May 08, 2023.

On behalf of Council:

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Dave Heiberg  
Mayor

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Date

The information contained in this package is certified as accurate and correct.

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Mokles Rahman  
Chief Administrative Officer

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Date

District of Hudson's Hope  
Statement of Financial Information  
For the Year Ended December 31, 2022

Severance Agreements

The District of Hudson's Hope had no severance agreements.

District of Hudson's Hope  
Statement of Financial Information  
For the Year Ended December 31, 2022

Debts Covered by Sinking Funds or Reserves

The District of Hudson's Hope had no debt covered by sinking funds or reserves.

District of Hudson's Hope  
Statement of Financial Information  
For the Year Ended December 31, 2022

Loan Guarantee Agreement

The District of Hudson's Hope had no loan guarantee agreements.

District of Hudson's Hope  
Statement of Financial Information  
For the Year Ended December 31, 2022

**MANAGEMENT REPORT**

The District of Hudson's Hope was incorporated in 1965 as a District Municipality under the *Community Charter*, formerly the *Municipal Act*, a statute of the Province of British Columbia. Its principal activities include the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, environmental, recreational, water, sanitary sewer, and fiscal services. The authority to collect property taxes and user fees and the authority to create and enforce bylaws is granted under provisions of the *Local Government Act* and the *Community Charter*. Services are provided primarily within the political boundaries of the District of Hudson's Hope.

The role of Council is to legislate bylaws; to establish goals, regulations, and policies; and to provide overall direction for management in achieving these goals. The role of management is to carry out Council's directions in accordance with established bylaws, regulations, and policies. Management also oversees the day-to-day operations of the municipality. Specifically, the role of the financial manager consists of fulfilling all statutory requirements relating to finance, investment of surplus funds, safeguarding of assets, and financial reporting. The role of the municipal auditors is to provide an annual independent audit of the municipality's financial statements. Portions of this information package are excerpts of the 2022 audited financial statements.

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Mokles Rahman

Chief Administrative Officer

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Date

District of Hudson's Hope  
Schedule of Remuneration and Expenses  
31-Dec-22

Elected Officials

Name	Position	Reumneration	Expenses	Total
Dave Heiberg	Mayor	24,985.12	1,191.44	26,176.56
Mattias Gibbs	Councillor	10,068.04	-	10,068.04
Patricia Markin	Councillor	4,252.70	-	4,252.70
Kelly Miller	Councillor	10,606.48	407.48	11,013.96
Travous Quibell	Councillor	10,606.48	117.12	10,723.60
Valerie Paice	Councillor	9,318.04	117.12	9,435.16
Leigh Summer	Councillor	8,718.04	-	8,718.04
James Cryderman (NEW)	Councillor	1,488.45	-	1,488.45
Tina Jeffrey (NEW)	Councillor	1,488.45	-	1,488.45
Debbie Beattie (NEW)	Councillor	1,488.45	239.49	1,727.94
Tashana Winnicky (NEW)	Councillor	2,188.45	438.72	2,627.17
		<u>85,208.70</u>	<u>2,511.37</u>	<u>87,720.07</u>

Other Employees

Employees Over \$75,000

Mokles Rahman	131,294.13	1,344.72	132,638.85
Ruhul Amin	123,206.68	8,534.60	131,741.28
Brad Milton	104,573.57	117.12	104,690.69
Keith Reschke	101,298.95	345.96	101,644.91
Darren Anderson	100,217.94	2,619.17	102,837.11
John Vandenberg	93,382.64	490.50	93,873.14
Marcel Budalich	87,648.57	-	87,648.57
Tonia Alexander	83,271.69	661.00	83,932.69
Kim Trask	80,728.75	2,245.84	82,974.59
Greg Schafer	78,473.31	315.63	78,788.94
Jeanette McDougall	76,503.24	2,332.89	78,836.13
Cindy Edgar	75,619.37	3,011.14	78,630.51
Consolidated Total of Other Employees and expenses Under \$75,000	964,601.59	11,063.63	975,665.22
		<u>2,100,820.43</u>	<u>33,082.20</u>
			<u>2,133,902.63</u>

Reconciliation

Total Remuneration - Elected Officials	85,208.70
Total Remuneration - Employees	2,100,820.43
Total Severance - Employees	-
District Portion of EI and CPP	<u>123,208.23</u>
Subtotal	2,309,237.36
Reconciling Items	
Superannuation and WCB Payments Included in Expense Accounts Below	184,743.63
Benefit Payments Included in Below	146,711.37
Unreconciled Difference	<u>2,640,692.36</u>

Total Per Statement of Revenue  
and Expenditure

Note 18	Wages and Benefits	2,594,426.00
	Wages Not Included in Note 18:	<u>46,266.36</u>
		<u>2,640,692.36</u>

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**Suppliers With Aggregate Payments Exceeding \$25,000**

<b>Supplier Name</b>	<b>Amount</b>
ALL-WEST GLASS	33,805.35
ACL CONSTRUCTION LTD	169,663.61
BC HYDRO - BILL PAYMENT ONLINE	163,563.59
BCGEU	27,108.04
B.C. ASSESSMENT	39,980.27
BUTLER RIDGE ENERGY SERVICES (2011) LTD.	37,869.10
COLLABRIA VISA - ONLINE PAYMENT	148,164.37
CLEAR BLUE WATER SYSTEMS LTD.	179,533.84
DGH ENGINEERING LTD.	30,607.50
DELCO AUTOMATION INC.	242,378.09
DM HENDERSON ROOFING LTD.	56,574.46
EPSCAN	86,898.10
ENERGETIC TRAFFIC CONTROL LTD.	47,974.95
FORT ST. JOHN CO-OPERATIVE ASSOC.	99,009.11
FORTISBC - NATURAL GAS	86,120.81
ICBC	40,831.00
INDUSTRA CONSTRUCTION CORP	210,000.00
I.T. PARTNERS	50,489.15
KNELSON SAND & GRAVEL LTD	265,960.20
KARLIN ENTERPRISES	79,530.47
KPMG LLP, T4348	41,370.00
KNAPPETT INDUSTRIES (2006) LTD.	71,662.27
LIDSTONE & COMPANY	104,251.29
L & M ENGINEERING LTD.	125,159.09
MASON, RICHARD	41,947.46
MINISTER OF FINANCE SCHOOL TAXES	2,742,011.65
MUNICIPAL PENSION PLAN - ONLINE PAYMENT	257,095.96
MCELHANNEY LTD	190,173.58
MUNISIGHT LTD.	35,280.00
PEACE RIVER REGIONAL DISTRICT	261,986.74
PEACE RIVER REGIONAL HOSPITAL DISTRICT	241,005.76
PETRON COMMUNICATIONS LTD.	93,923.08
PACIFIC BLUE CROSS - ONLINE PAYMENT	114,542.94
PRATT HONEY WAGON LTD.	34,707.75
PRO NORTH HEATING INC.	28,575.49
RECEIVER GENERAL FOR CANADA - PAYROLL	470,306.61
RECEIVER GENERAL FOR CANADA - PAYROLL	96,179.53
SWAMP DONKEY OILFIELD SERVICES INC.	200,618.33
TELUS - ONLINE PAYMENT	41,162.73
TELUS MOBILITY	34,447.00
URBAN SYSTEMS	43,221.00
VALLEY PURE WATER & BREWING	29,326.00
WORK SAFE BC - ONLINE PAYMENT	51,174.20
WILLIS CANADA INC.	127,614.00
Payments Made (Vendors Over \$25,000)	<u>7,573,804.47</u>
Consolidated Total Paid to Suppliers Who Received Aggregate Payments of \$25,000 or Less	837,578.77
Consolidated Total of Grants and Contributions Exceeding \$25,000	214,526.16
Consolidated Total of Grants and Contributions Under \$25,000	37,292.55
	<u><u>1,089,397.48</u></u>

**Reconciliation****Total of All Payments Above**

8,663,201.95

**Reconciling Items**

DEDUCT TRANSFERS TO OTHER GOVERNMENTS NETTED AGAINST TAXATION REVENUE (F/S NOTE 11)	(3,463,273.00)	
ADD RENUMERATION PAID TO EMPLOYEES AND GOVERNMENT APPOINTED OFFICIALS	2,309,237.36	
DEDUCT AMTS PAID TO GOV OFFICIALS INCLUDED IN PYMTS TOTAL	-	
ADD HOMEOWNER GRANT DEDUCTIONS INCLUDED IN TRANSFERS DEDUCTIONS (PER T4/T4A SUMMARY)	226,892.00	
EHT PAYMENTS EFT	(697,358.73)	
DEDUCT RECOVERABLE GST INCLUDED IN PAYMENTS ABOVE	39,823.84	
ADD BANK CHARGED AUTOMATICALLY DEBITED	(189,149.60)	
ADD LEASE PAYMENTS	4,125.61	
DEDUCT PAYMENTS ON 12 MILE EXTENSION	14,752.40	
DEDUCT LOAN PRINCIPAL	(795.18)	
CHANGE IN INVENTORIES	(1,764.99)	
ADD PREPAID EXPENSES 2021	15,126.00	
DEDUCT PREPAID EXPENSES 2022	18,580.00	
DEDUCT 2021 ACCOUNTS PAYABLE	(19,450.00)	
ADD 2022 ACCOUNTS PAYABLE	(525,994.00)	
UNRECONCILED DIFFERENCE	375,688.00	
	1,188.54	
	(1,892,371.75)	
Adjusted Total Payments		<u><u>6,770,830.20</u></u>
 TOTAL EXPENDITURES PER CONSOLIDATED STATEMENT		
FINANCIAL ACITIVITIES	7,067,123.00	
ADD EXPENSE REIMBURSEMENT (employee expenses)	33,082.20	
LESS AMORITIZATION EXPENSE	(1,087,444.00)	
ADD CAPITAL EXPENDITURES	1,119,436.00	
WRITE-DOWN OF LAND HELD FOR SALE	(82,940.00)	
DEDUCT LOSS ON DISPOSAL	(278,427.00)	
		<u><u>6,770,830.20</u></u>
		-



District of Hudson's Hope  
Schedule of Grants-in-aid  
31-Dec-22

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION	125,637.53
HUDSON'S HOPE HISTORICAL SOCIETY	88,888.63
DOUBLE H SADDLE CLUB	15,602.55
HUDSON'S HOPE HEALTH CARE & HOUSING	10,000.00
FRIENDS OF HUDSON'S HOPE	5,000.00
HUDSON'S HOPE FALL FAIR SOCIETY	2,500.00
PEACE VALLEY ARTS SOCIETY	2,500.00
PEACE VALLEY ARTS SOCIETY	890.00
HOPE FOR HEALTH SOCIETY	800.00
Total	<u><u>251,818.71</u></u>

Consolidated Financial Statements of

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

And Independent Auditor's Report thereon

Year ended December 31, 2022



HUDSON'S  
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PLAYGROUND OF THE PEACE

*DISTRICT OF HUDSON'S HOPE*

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## MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

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

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

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

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

Mr. Mokles Rahman  
Chief Administrative Officer

Mrs. Tonia Alexander  
Deputy Treasurer





KPMG LLP  
177 Victoria Street, Suite 400  
Prince George BC V2L 5R8  
Canada  
Tel (250) 563-7151  
Fax (250) 563-5693

## INDEPENDENT AUDITOR'S REPORT

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

### ***Opinion***

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

- the consolidated statement of financial position as at December 31, 2022
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of change in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2022 and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

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

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

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

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

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

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

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

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

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

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

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

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

We also:

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



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

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

Prince George, Canada

March 27, 2023



## DISTRICT OF HUDSON'S HOPE

### DISTRICT OF HUDSON'S HOPE

#### Consolidated Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
<b>Financial assets:</b>		
Cash and cash equivalents (note 2)	\$ 8,121,812	\$ 7,954,040
Accounts receivable (note 3)	956,839	235,469
Deposit - Municipal Finance Authority	-	528
	9,078,651	8,190,037
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities (note 4)	375,688	525,994
Reserve - Municipal Finance Authority	-	528
Deferred revenue (note 5)	510,393	519,708
Debt, net of sinking funds (note 6)	-	3,056
	886,081	1,049,286
Net financial assets	8,192,570	7,140,751
<b>Non-financial assets:</b>		
Tangible capital assets (note 7)	26,311,052	26,596,248
Land held for resale (note 8)	112,683	524,000
Prepaid expenses	19,450	18,580
Inventories	89,866	104,992
	26,533,051	27,243,820
<b>Accumulated surplus (note 9)</b>	<b>\$ 34,725,621</b>	<b>\$ 34,384,571</b>

Commitments and contingencies (note 10)

See accompanying notes to consolidated financial statements

  
Mayor

  
Chief Administrative Officer





## DISTRICT OF HUDSON'S HOPE

### DISTRICT OF HUDSON'S HOPE

#### Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget (note 16)	2022 Actual	2021 Actual
Revenue (note 18):			
Net taxation revenue (note 11)	\$ 2,457,155	\$ 2,422,754	\$ 2,282,471
Grants in lieu of taxes	1,944,214	1,945,097	1,873,254
Sales of services and user charges (note 12)	690,240	528,708	581,019
Other	142,411	535,465	142,445
Government transfers: (note 13)			
Provincial	1,229,007	1,873,597	2,152,741
Federal	97,849	102,552	200,421
Total revenue	6,560,876	7,408,173	7,232,351
Expenses (note 18):			
General government services and administration (note 14)	1,466,578	2,095,899	2,087,664
Protective services	414,084	479,092	283,937
Public works services	1,954,404	1,609,089	1,558,145
Environmental and public health services	60,000	51,574	49,152
Environmental development services	40,000	17,174	12,099
Recreation and cultural services	1,077,886	949,888	814,694
Planning, development and bylaw services	94,899	84,904	92,188
Water utility and sanitary sewer systems	493,274	1,779,503	782,000
Total expenses	5,601,125	7,067,123	5,679,879
Annual surplus	959,751	341,050	1,552,472
Accumulated surplus, beginning of year	34,384,571	34,384,571	32,832,099
Accumulated surplus, end of year	\$ 35,344,322	\$ 34,725,621	\$ 34,384,571

See accompanying notes to consolidated financial statements.



## DISTRICT OF HUDSON'S HOPE

### DISTRICT OF HUDSON'S HOPE

#### Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022	2021
Annual surplus	\$ 959,751	\$ 341,050	\$ 1,552,472
Acquisition of tangible capital assets	(2,394,500)	(1,119,436)	(3,110,560)
Proceeds on sale of land held for resale	-	328,377	-
Amortization of tangible capital assets	-	1,087,444	1,098,839
Write-down of land held for resale	-	-	133,600
Loss on sale of land held for resale	-	82,940	-
Loss on sale of tangible capital assets	-	290,387	13,493
Proceeds on sale of tangible capital assets	-	26,801	3,500
	(1,434,749)	1,037,563	(308,656)
Use of inventories	-	15,126	61,536
Use of prepaid expenses	-	18,580	19,217
Acquisition of prepaid expenses	-	(19,450)	(18,580)
Change in net financial assets	(1,434,749)	1,051,819	(246,483)
Net financial assets, beginning of year	7,140,751	7,140,751	7,387,234
Net financial assets, end of year	\$ 5,706,002	\$ 8,192,570	\$ 7,140,751

See accompanying notes to consolidated financial statements.



## DISTRICT OF HUDSON'S HOPE

### DISTRICT OF HUDSON'S HOPE

#### Consolidated Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022 Actual	2021 Actual
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 341,050	\$ 1,552,472
Items not involving cash:		
Amortization of tangible capital assets	1,087,444	1,098,839
Loss on sale of tangible capital assets	290,387	13,493
Write down of land held for resale	-	133,600
Loss on sale of land held for resale	82,940	-
Changes in non-cash operating working capital:		
Accounts receivable	(721,370)	1,332,886
Deposit - Municipal Finance Authority	528	(9)
Inventories	15,126	61,536
Accounts payable and accrued liabilities	(150,305)	21,486
Reserve - Municipal Finance Authority	(528)	9
Prepaid expenses	(870)	637
Deferred revenue	(9,315)	(19,415)
	594,036	4,195,534
Capital activities:		
Proceeds on sale of tangible capital assets	26,801	3,500
Acquisition of tangible capital assets	(1,119,436)	(3,110,560)
Proceeds on sale of land held for resale	328,377	-
	(764,258)	(3,107,060)
Financing activities:		
Repayment of debt	(3,056)	(2,939)
Increase in cash and cash equivalents	167,772	1,085,537
Cash and cash equivalents, beginning of year	7,954,040	6,868,503
Cash and cash equivalents, end of year	\$ 8,121,812	\$ 7,954,040

See accompanying notes to consolidated financial statements.



*DISTRICT OF HUDSON'S HOPE*

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

### **Notes to Consolidated Financial Statements**

Year ended December 31, 2022

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#### **Nature of operations:**

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

#### **1. Significant accounting policies:**

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

(a) Basis of consolidation:

(i) Consolidated entities:

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

(ii) Accounting for Region and School Board Transactions:

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

(iii) Trust funds:

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



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*DISTRICT OF HUDSON'S HOPE*

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

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

---

### **1. Significant accounting policies (continued):**

(b) Basis of accounting:

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

(c) Revenue recognition:

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

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

(d) Investment income:

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

(e) Cash and cash equivalents:

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



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DISTRICT OF HUDSON'S HOPE

## DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

### 1. Significant accounting policies (continued):

(f) Non-financial assets:

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

(i) Tangible capital assets:

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

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

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

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



HUDSON'S  
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*DISTRICT OF HUDSON'S HOPE*

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

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

---

### **1. Significant accounting policies (continued):**

(f) Non-financial assets (continued):

(ii) Contributions to tangible capital assets:

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

(iii) Interest capitalization:

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

(iv) Land held for resale:

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

(v) Inventories:

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

(g) Use of estimates:

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



*DISTRICT OF HUDSON'S HOPE*

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

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

### **1. Significant accounting policies (continued):**

#### **(h) Contaminated sites:**

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

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

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

#### **(i) Government transfers:**

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

### **2. Cash and cash equivalents:**

	2022	2021
Cash	\$ 3,345,848	\$ 3,577,939
Short-term investments	4,775,964	4,376,101
	<b>\$ 8,121,812</b>	<b>\$ 7,954,040</b>





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

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

### **3. Accounts receivable:**

	2022	2021
Grants	\$ 824,085	\$ 106,592
Sales tax	32,719	62,943
Other	23,825	22,333
Taxes	76,210	43,601
	<b>\$ 956,839</b>	<b>\$ 235,469</b>

### **4. Accounts payable and accrued liabilities:**

	2022	2021
Accounts payable - trade	\$ 250,828	\$ 402,940
Wages and related costs payable	119,195	104,163
Government remittances	2,940	16,166
Cemetery	2,725	2,725
	<b>\$ 375,688</b>	<b>\$ 525,994</b>

### **5. Deferred revenue:**

	2022	2021
Partnering relationship agreement	\$ 510,393	\$ 519,708

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

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

### **6. Debt, net of sinking funds:**

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

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

Debt is reported net of sinking fund balances on the consolidated statement of financial position. During the 2022 fiscal year, the debt matured and was repaid.

- (a) Sinking fund instalments are invested by the MFA and earn income which, together with principal payments, are expected to be sufficient to retire the sinking fund debt at maturity. For sinking fund agreements, the MFA has established either a normal sinking fund or a capital repayment equalization fund.
- (b) The District has established a \$200,000 operating line of credit, which bears interest at prime and is secured by term deposits and accounts receivable. As at December 31, 2022 borrowing against the operating line of credit was nil (2021 - nil).

**DISTRICT OF HUDSON'S HOPE**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

**7. Tangible capital assets:**

	2022						
	Land	Buildings and site improvements	Machinery and equipment	Road infrastructure	Water infrastructure	Sanitary sewer infrastructure	Total
<b>Cost:</b>							
Balance, beginning of year	\$ 1,703,921	\$ 10,215,616	\$ 7,368,624	\$ 6,705,895	\$ 10,771,676	\$ 4,856,409	\$ 41,622,141
Additions	184,156	70,319	118,675	255,429	461,707	29,150	1,119,436
Disposals	-	-	(371,219)	(69,168)	(887)	(493,728)	(935,002)
Balance, end of year	1,888,077	10,285,935	7,116,080	6,892,156	11,232,496	4,391,831	41,806,575
<b>Accumulated amortization:</b>							
Balance, beginning of year	-	3,954,688	3,703,562	3,873,034	2,625,975	868,634	15,025,893
Amortization expense	-	236,720	365,040	124,164	237,142	124,378	1,087,444
Disposal	-	-	(321,423)	(69,168)	(190)	(227,033)	(617,814)
Balance, end of year	-	4,191,408	3,747,179	3,928,030	2,862,927	765,979	15,495,523
Net book value, end of year	\$ 1,888,077	\$ 6,094,527	\$ 3,368,901	\$ 2,964,126	\$ 8,369,569	\$ 3,625,852	\$ 26,311,052



## DISTRICT OF HUDSON'S HOPE

### DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

#### 7. Tangible capital assets (continued):

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



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## DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

### 8. Land held for resale:

Land held for resale consists of seventeen lots in relation to the Lucas subdivision. During the year, 13 of the 17 subdivision lots were sold. In prior year, a write down of \$133,600 was recognized in general government services and administration on the consolidated statement of operations for the Lucas subdivision. No write down was required within 2022.

	2022	2021
Balance, beginning of year	\$ 524,000	\$ 657,600
Write down	-	(133,600)
Sales of lots, at cost	(411,317)	-
Net book value, end of year	\$ 112,683	\$ 524,000



## DISTRICT OF HUDSON'S HOPE

### DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

#### 9. Accumulated surplus:

	2022	2021
<b>Surplus (deficit):</b>		
Invested in tangible capital assets	\$ 26,311,052	\$ 26,596,246
General fund	4,735,715	4,503,855
Water utility fund	(852,841)	21,831
Sanitary sewer fund	36,600	75,793
	30,230,526	31,197,725
<b>Reserves set aside by Council:</b>		
Water utility fund:		
Unexpended funds:		
MFA debt reserve	149,210	148,140
MFA sinking fund surplus	77,103	76,550
	226,313	224,690
<b>Reserve funds set aside for specific purposes by Council:</b>		
Public works, infrastructure and equipment	3,008,490	2,094,310
General capital and office equipment	137,325	142,590
Water capital, infrastructure and equipment	263,601	127,299
Sewer capital, infrastructure and equipment	79,406	82,918
Tax sale properties	224,112	222,401
Community hall	152,522	121,587
Land	403,326	171,051
	4,268,782	2,962,156
	\$ 34,725,621	\$ 34,384,571

**DISTRICT OF HUDSON'S HOPE**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

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**10. Commitments and contingencies:**

- (a) The District is responsible, as a member of the Peace River Regional District, for its portion of any operating deficits or capital debt related to functions in which it participates. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.
- (b) The District has debt instruments through the MFA. As a condition of these borrowings, the MFA requires that 1% of gross proceeds are deposited by the District into a debt reserve fund. The District is also required to execute demand notes in connection with each debenture whereby the District may be required to loan certain amounts to the MFA. These demand notes are contingent in nature and are not reflected in the accounts. During the 2022 fiscal year, the debt matured and was repaid.
- (c) The District and its employees contribute to the Municipal Pension Plan (a jointly trustees pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

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

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.



HUDSON'S  
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DISTRICT OF HUDSON'S HOPE

## DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

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### 10. Commitments and contingencies (continued):

- (c) The District paid \$133,569 (2021 - \$140,514) for employer contributions to the Plan in fiscal 2022.

The next valuation will be as at December 31, 2024, with results available in 2025.

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

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

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

- (e) The District is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claim in excess of premiums received, it is possible that the District, along with other participants, would be required to contribute toward the deficit. Management does not consider external payment under this contingency to be likely and therefore no amounts have been accrued.
- (f) The District has entered into a contract with Hudson's Hope Public Library Association (the "Library") to provide financial assistance to the Library for library services. The term of the contract is for four years commencing on January 1, 2022 with annual payments consisting of \$125,638 plus 1.7% per year to be paid to the Library.
- (g) The District has entered into a contract with Hudson's Hope Historical Society and Museum (the "Museum") to provide financial assistance towards the operations of the Museum. The term of the contract is three years commencing on May 31, 2022 with annual payments consisting of \$87,576 plus 1.5% per year to be paid to the Museum.



**DISTRICT OF HUDSON'S HOPE**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

**11. Net taxation revenue:**

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

	2022	2021
Taxes collected:		
General purposes	\$ 2,433,060	\$ 2,287,281
Collections for other governments	3,452,967	3,417,298
	5,886,027	5,704,579
Less transfers to other governments:		
Province of British Columbia - school taxes	2,884,241	2,860,134
Peace River Regional District	206,043	179,048
Peace River Regional Hospital District	241,006	232,514
Royal Canadian Mounted Police	91,919	110,800
B.C. Assessment Authority	39,980	39,530
Municipal Finance Authority	84	82
	3,463,273	3,422,108
	\$ 2,422,754	\$ 2,282,471

**12. Sales of services and user charges:**

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

	2022	2021
Water utility	\$ 147,430	\$ 173,155
Sewer system	82,222	82,297
General government services	82,684	124,563
Planning, development and bylaw services	14,245	15,438
Environmental and public health services	91,413	87,758
Recreation and cultural services	110,714	97,808
	\$ 528,708	\$ 581,019

**DISTRICT OF HUDSON'S HOPE**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

**13. Government transfers:**

	2022	2021
Revenue:		
Provincial grants:		
Canada Student Grant	\$ -	\$ 13,644
Climate Action revenue incentive program grant	48,082	5,546
BC Hydro	646,508	1,112,064
Federation of Canadian Municipalities	60,000	-
Peace River agreement - Fair Share	707,007	698,487
Small Community grant	397,000	313,000
Tourism BC grant	15,000	10,000
	1,873,597	2,152,741
Federal grants:		
Gas tax	102,552	200,421
	\$ 1,976,149	\$ 2,353,162

**14. General government services and administration:**

	2022	2021
Legislative	\$ 93,811	\$ 87,953
Grants in aid	37,292	12,944
General government services	1,885,945	1,909,746
ICBC	78,851	77,021
	\$ 2,095,899	\$ 2,087,664



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

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

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

### **15. Trust fund:**

The District maintains a cemetery perpetual care fund in accordance with the Cemeteries and Funeral Services Act. As at December 31, 2022, the trust fund balance for both the liability and its corresponding term deposit is \$18,736 (2021 - \$18,300).

### **16. Budget data:**

The budget data presented in these consolidated financial statements is based upon the 2022 operating and capital budgets approved by Council on May 9, 2022. Amortization was not contemplated on development of the budget and, as such, has not been included. The table below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	Budget amount
Revenues:	
Operating budget	\$ 6,560,876
Capital operations budget	1,704,500
Less:	
Transfers from other funds	(1,704,500)
	6,560,876
Expenses:	
Operating budget	6,182,725
Capital operations budget	2,394,500
Less:	
Transfers from other funds	(581,600)
Capital expenditures	(2,394,500)
	5,601,125
	\$ 959,751



HUDSON'S  
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*DISTRICT OF HUDSON'S HOPE*

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

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

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### **17. Significant taxpayers:**

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

### **18. Segmented information:**

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

#### **(i) General Government Services and Administration:**

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

#### **(ii) Protective Services:**

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

#### **(iii) Public Works Services:**

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

#### **(iv) Environmental and Public Health Services:**

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

**DISTRICT OF HUDSON'S HOPE**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

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**18. Segmented information: (continued):**

(v) Environment Development Services:

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

(vi) Planning, Development and Bylaw Services:

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

(vii) Recreation and Culture Services:

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

(viii) Water Utility and Sanitary Sewer Systems:

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

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

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

**DISTRICT OF HUDSON'S HOPE**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

**18. Segmented information: (continued):**

2022										
	General Government Services and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning, Development and Bylaw Services	Recreation and Culture Services	Water Utility and Sanitary Sewer System		Total
<b>Revenue:</b>										
Taxation	\$ 2,422,754	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,422,754
Government transfers	1,346,151	-	-	-	-	-	-	629,998	-	1,976,149
Grants in lieu	1,945,097	-	-	-	-	-	-	-	-	1,945,097
Sales of services and user charges	82,683	-	-	91,413	-	14,245	110,714	229,653	-	528,708
Other	535,465	-	-	-	-	-	-	-	-	535,465
Total revenues	6,332,150	-	-	91,413	-	14,245	110,714	859,651	-	7,408,173
<b>Expenses:</b>										
Salaries, wages and employee benefits	692,735	210,024	1,193,255	-	-	-	241,127	257,285	-	2,594,426
Operating	347,517	249,627	379,144	39,457	17,174	38,223	707,659	1,160,698	-	2,939,499
Legislature	113,976	-	-	-	-	6,108	-	-	-	120,084
Amortization	737,883	-	-	-	-	-	-	361,520	-	1,099,403
Interest	5,158	-	-	-	-	-	-	-	-	5,158
Insurance	146,805	3,017	36,690	-	-	2,143	1,102	-	-	189,757
Professional services	51,825	16,424	-	-	-	38,430	-	-	-	106,679
Garbage disposal	-	-	-	12,117	-	-	-	-	-	12,117
Total expenses	2,095,899	479,092	1,609,089	51,574	17,174	84,904	949,888	1,779,503	-	7,067,123
Annual surplus (deficit)	\$ 4,236,251	\$ (479,092)	\$ (1,609,089)	\$ 39,839	\$ (17,174)	\$ (70,659)	\$ (839,174)	\$ (919,852)	\$ -	341,050

**DISTRICT OF HUDSON'S HOPE**

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

**18. Segmented information: (continued):**

2021										
	General Government Services and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning, Development and Bylaw Services	Recreation and Culture Services	Water Utility and Sanitary Sewer System		Total
<b>Revenue:</b>										
Taxation	\$ 2,282,471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,282,471
Government transfers	1,250,411	-	-	-	-	-	-	1,102,751	-	2,353,162
Grants in lieu	1,873,254	-	-	-	-	-	-	-	-	1,873,254
Sale of services and user charges	124,563	-	-	87,758	-	15,438	97,808	255,452	-	581,019
Other	142,445	-	-	-	-	-	-	-	-	142,445
<b>Total revenue</b>	<b>5,673,144</b>	<b>-</b>	<b>-</b>	<b>87,758</b>	<b>-</b>	<b>15,438</b>	<b>97,808</b>	<b>1,358,203</b>		<b>7,232,351</b>
<b>Expenses:</b>										
Salaries, wages and employee benefits	699,024	156,014	1,085,540	-	-	-	253,894	205,241		2,399,713
Operating	400,236	108,025	439,099	42,572	12,099	40,402	560,327	213,140		1,815,900
Legislature	94,551	-	-	-	-	5,960	-	-		100,511
Amortization	735,220	-	-	-	-	-	-	363,619		1,098,839
Interest (recovery)	4,363	-	-	-	-	-	-	-		4,363
Insurance	114,897	3,202	33,506	-	-	2,134	473	-		154,212
Professional services	39,373	16,696	-	-	-	43,692	-	-		99,761
Garbage disposal	-	-	-	6,580	-	-	-	-		6,580
<b>Total expenses</b>	<b>2,087,664</b>	<b>283,937</b>	<b>1,558,145</b>	<b>49,152</b>	<b>12,099</b>	<b>92,188</b>	<b>814,694</b>	<b>782,000</b>		<b>5,679,879</b>
<b>Annual surplus (deficit)</b>	<b>\$ 3,585,480</b>	<b>\$ (283,937)</b>	<b>\$ (1,558,145)</b>	<b>\$ 38,606</b>	<b>\$ (12,099)</b>	<b>\$ (76,750)</b>	<b>\$ (716,886)</b>	<b>\$ 576,203</b>		<b>\$ 1,552,472</b>



HUDSON'S  
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*DISTRICT OF HUDSON'S HOPE*

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

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

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### **19. Comparative information**

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



Schedule 1 - Consolidated

Year ended December 31, 2022  
(Unaudited)

In November 2020, the District of Hudson's Hope was the recipient of a \$499,000 grant under the COVID-19 Safe Restart for Local Governments program from the Province of BC. Due to the conditions of use this grant funding allows local governments to use the funding where the greatest need arises, the initial \$499,000 amount received was considered revenue in 2020 and included in grant revenue on the consolidated statement of operations and accumulated surplus. The District allocated \$89,662 within 2022 to cover operational costs and maintenance and repair costs for main structures within the District in addition to overall pandemic responses incurred since the beginning of the pandemic in the spring of 2020.

	2022
Balance of COVID-19 Safe Restart grant funds at December 31, 2021	\$ 334,957
Less amount utilized in 2022:	
Masks and Hand Sanitizer	2,526
Beattie Park Gazebo Roof Repair	11,470
Community Hall- Bathroom Repair	23,880
Council Entrance- Concrete Repair	10,225
Council Chambers- Sound System	17,919
Main Office Reno - Conceptual Design	22,213
Operations	1,429
	89,662
Main Office Entry	20,000
Main Office Entry- Flooring & Stairs	18,000
Council Chambers - Live Stream System	27,000
Public Spaces - Washrooms & Water Fountains	25,000
Playground & Gazebo - Pool Park	75,295
Playground & Gazebo - Dinosaur Lake	80,000
Total 2022 allocation of COVID-19 Safe Restart grant	245,295
Remaining COVID-19 Safe Restart grant	\$ -

# REQUEST FOR DECISION

<b>RFD#:</b>	<b>2023-MR-28</b>	<b>Date:</b>	<b>May 4, 2023</b>
<b>Meeting#:</b>	<b>CM-05-08-23</b>	<b>Originator:</b>	<b>Mokles Rahman</b>
<b>RFD TITLE: Agreement with HHC and Housing Society</b>			

## RECOMMENDATION:

*THAT council approve the Land (PID: 001-373-601, Lot 1, Section 13, Township 81, Range 26, west of the 6<sup>th</sup> Meridian, Peace River District, Plan 17871) Transfer Agreement with the Hudson's Hope Health Care & Housing Society (HHC&HC). And*

*THAT the Mayor and the Chief Administrative Officer be authorized to execute the Land Transfer agreement.*

## BACKGROUND:

During the Council Meeting on April 11, 2023 council passed the following motion;

### **C6 HH HEALTH CARE & HOUSING SOCIETY SILVER WILLOW COURT – LAND TRANSFER**

**RESOLUTION NO. 079 / 2023**

**M/S Councillors Miller / Quibell**

**THAT Council refer the land transfer documents from the Hudson's Hope Health Care and Housing Society to the lawyers for a legal opinion prior to taking further action.**

**CARRIED**

The council directed staff to solicit legal opinion on their request for transfer.

## DISCUSSION:

Based on the Council's direction, the Chief Administrative Officer (CAO) solicited legal opinion on the District-owned land transfer (PID: 001-373-601, Lot 1, Section 13, Township 81, Range 26, west of the 6<sup>th</sup> Meridian, Peace River District, Plan 17871) to Hudson's Hope Health Care & Housing Society. On April 24, 2023, during the council meeting, the CAO updated that District's lawyer, Lindsay Parcells, has no major concern with the Draft agreement. However, Lindsay suggested that the District may want to consider an option to purchase to reacquire the property if the development does not proceed or it is not operated as a non-profit organization. Council requested a staff report be presented on this issue at the May 8<sup>th</sup> meeting.

The updated agreement is attached herewith with the following changes;

- Section 6.2 has been added in the agreement with the right to purchase it back by the District from the Hudson's Hope Health Care & Housing Society
- Schedule B contains the Option to Purchase Agreement.

**ATTACHMENT:**

1. Purchase and Sale Agreement (Draft)

Report prepared and approved by:



---

Mokles Rahman, CAO

## PURCHASE AND SALE AGREEMENT

This Purchase and Sale Agreement (the "**Agreement**") is dated for reference May 4, 2023.

**HUDSON'S HOPE HEALTH CARE AND HOUSING SOCIETY (INC. No. S0030649)** (the "**Purchaser**"), of PO Box 342, Hudson's Hope, British Columbia, V0C 1V0 hereby agrees to purchase from the **DISTRICT OF HUDSON'S HOPE** (the "**District**"), the land and premises located at or near MacDougall Street, in District of Hudson's Hope, British Columbia and legally described as PID: 001-373-601, Lot 1, Section 13, Township 81, Range 26, west of the 6<sup>th</sup> Meridian, Peace River District, Plan 17871 (the "**Property**") free and clear of all liens, charges, encumbrances and title notations save and except those described (if any) in Schedule A hereto (collectively, the "**Permitted Encumbrances**"), upon the terms and conditions contained herein.

### 1. PURCHASE PRICE AND PAYMENT

- 1.1 Purchase Price – The purchase price for the Property shall be **\$1.00** in lawful money of Canada subject to adjustment as provided in section 7.3 (the "**Purchase Price**") plus Goods and Services Tax ("**GST**") under the *Excise Tax Act*, if any, at the applicable rate on the Purchase Price.
- 1.2 Payment – The Purchaser shall pay the Purchase Price, subject to the adjustments provided for herein, on the Closing Date (herein defined) as provided herein.

### 2. SUBJECT CONDITIONS

- 2.1 Purchaser's Subject Conditions – The Purchaser's obligation to complete the purchase of the Property is subject to the Purchaser giving the District written notice as follows confirming that:
- (a) on or before \_\_\_\_\_, the Purchaser has completed its investigations and due diligence of the Property and is satisfied with such investigations and due diligence;
- (collectively, the "**Purchaser's Conditions**") and together with the District's Conditions, the "**Subject Conditions**" and each date, a "**Subject Removal Date**").
- 2.2 District's Subject Condition – The District's obligation to complete the sale of the Property is subject to the District giving the Purchaser written notice as follows confirming that:
- (a) on or before on or before \_\_\_\_\_, the District has satisfied all of its obligations under the *Community Charter*, the *Local Government Act* and other applicable enactments in connection with the transactions contemplated in this Agreement, including, without limitation, providing notice of the proposed disposition of the Property pursuant to Section 26 of the *Community Charter*
- (collectively the "**District's Conditions**") and together with the Purchaser's Conditions, the "**Subject Conditions**" and each date, a "**Subject Removal Date**").
- 2.3 Removal of Subject Conditions – The Purchaser's Conditions are for the sole benefit of the Purchaser and may be unilaterally waived in writing in whole or in part by the Purchaser by written notice to the District at any time on or before the Subject Removal Date (as extended, if applicable). The District's Conditions are for the sole benefit of the District and may be unilaterally waived in writing in whole or in part by the District by written notice to the Purchaser

at any time on or before the Subject Removal Date. In the event that (i) any of the Purchaser's Conditions are not satisfied or waived by the Purchaser by written notice to the District within the time herein limited, or (ii) the District's Conditions are not satisfied or waived by the District by written notice to the Purchaser within the time herein limited, this Agreement shall be terminated and the parties hereto shall have no further obligations to the other hereunder, other than pursuant to section 3.3 hereof.

### 3. DOCUMENTS AND INSPECTION

- 3.1 Delivery of Documents – The District shall, at its own expense within ten (10) business days after the District's execution and delivery of this Agreement, deliver true and complete copies of any records or documents relating to the Property that the Purchaser may require and that are in the possession or control of the District.
- 3.2 Authorizations – The District shall, at the request of the Purchaser, promptly make available to the Purchaser letters of authority addressed to the appropriate governmental authorities authorizing disclosure to the Purchaser's solicitors of any matter relating to the Property which the Purchaser may require.
- 3.3 Access – The Purchaser through its officers, employees, engineers, architects, surveyors and other authorized representatives shall have the right at all reasonable times to inspect the Property and to conduct any reasonable inspections, surveys, environmental audits or other investigations with respect to the Property prior to the Closing Date, including environmental investigations that require soil and groundwater samples from the Property, and shall include the right of access over the Parent Property for such purposes. The Purchaser shall be responsible for any damage to the Property resulting from such inspections and investigations. Unless the purchase of the Property by the Purchaser is completed, the Purchaser shall, at its cost, repair any such damage to the Property. The cost of such repair is in addition to the damages referred to in section **Error! Reference source not found.** The covenant of repair and indemnity in this section shall survive any termination of this Agreement.

### 4. DISTRICT'S REPRESENTATIONS AND WARRANTIES

- 4.1 The District hereby represents and warrants to the Purchaser, with the intent that the Purchaser shall rely on such representations and warranties, that as of the date of acceptance of this Offer by the District and on the Closing Date:
- (a) Status of District – the District is a district municipality under the *Local Government Act*, and was duly incorporated under the laws of the Province of British Columbia and is in good standing and has the power, authority and capacity to enter into this Agreement and to complete the transactions contemplated thereby;
  - (b) Authorization and Enforceability - this Agreement and the execution and delivery of the same, and the completion of the transactions contemplated herein, have been duly and validly authorized by all necessary action on the part of the District, including, without limitation, all such actions required by the *Community Charter*, and this Agreement constitutes a legal, valid and binding obligation of the District enforceable against it in accordance with its terms;
  - (c) Title – the District is the beneficial and registered owner and has good and marketable title to the Property, free and clear of all liens, charges, claims, encumbrances and legal notations of every kind and nature save and except the Permitted Encumbrances and

those financial charges, if any, to be paid out and discharged by the District's solicitors on closing as provided herein;

- (d) Statutory Liens - the District shall not, on the Closing Date, have any indebtedness to any person, firm, corporation or governmental authority which might now or hereafter by operation of law or otherwise constitute a lien, charge or encumbrance on the Property or any part thereof or which could affect the right of the Purchaser to own, occupy and obtain revenue from the Property or any part thereof;
- (e) Residency – the District is not a non-resident of Canada within the meaning of the *Income Tax Act* (Canada);
- (f) Compliance with Laws - the Property complies with all applicable laws, regulations, bylaws, codes, ordinances and other legal requirements of any governmental authority having jurisdiction over the Property including Environmental Laws (herein defined);
- (g) Agreements with Governmental Authorities - the District has not entered into any agreement affecting the Property with any authority having jurisdiction which has not been disclosed to the Purchaser in writing;
- (h) Litigation - there are no claims, actions, proceedings or investigations, pending or to the District's knowledge threatened, that would interfere with the use and enjoyment of the Property or the occupancy or use of all or any part of the Property by the District or any tenant thereof or which could affect the Purchaser's right to own, occupy and take revenue from the Property or with respect to the District, which if decided adversely could materially affect the ability of the District to comply with its obligations hereunder or relates to the presence of Contaminants (herein defined) in, on or from the Property;
- (i) Property Taxes - all municipal taxes, local improvement taxes, rates, levies and assessments whatsoever due and owing with respect to the Property have been, or shall at the closing be, paid in full, there is no pending appeal or other proceedings in existence in respect of any such taxes, rates, levies and assessments and the District has no present or future obligation to construct or provide, or to pay any amount to any person in connection with, off-site roads, services, utilities or similar services in connection with the Property;
- (j) Special Levies - the District has not entered into any agreement with any authority having jurisdiction which would have the result of making the Property subject to any sewer charges, local improvement rates or charges of a similar nature other than is currently assessed and the District has not received notice that any such rates or charges shall be, or are proposed to be, levied against the Property;
- (k) Expropriation – neither the Property nor any part thereof has been expropriated, nor has the District received any notice of any proposed expropriation;
- (l) Right to Use or Occupy – except as may be provided for in the Permitted Encumbrances no person, firm or corporation (other than the Purchaser) has any agreement or option or any right capable of becoming an agreement or option for the purchase, lease or other occupation or use of the Property (including any surface lease or other agreement or right granted in relation to use of the Property for purposes governed by the *Mineral Tenure Act* (British Columbia) or the *Petroleum and Natural Gas Act* (British Columbia));

- 4.2 Survival of Representations and Warranties - The representations and warranties contained in section 5.1 shall survive the Closing Date and shall continue in full force and effect for the benefit of the Purchaser thereafter, notwithstanding any independent inquiry or investigation by the Purchaser or the waiver by the Purchaser of any of its Subject Conditions, the subject matter of which is contained in a representation or warranty herein.

## 5. PURCHASER'S REPRESENTATIONS AND WARRANTIES

- 5.1 The Purchaser hereby represents and warrants to the District, with the intent that the District shall rely on such representations and warranties, that as of the date of acceptance of this Offer by the District and on the Closing Date:

- (a) Status of Purchaser – the Purchaser is a society in good standing under the *Societies Act* (British Columbia) and has the power, authority and capacity to enter into this Agreement and to complete the transaction contemplated thereby;
- (b) Authorization and Enforceability - this Agreement and the execution and delivery of the same, and the completion of the transactions contemplated herein, have been duly and validly authorized by all necessary action on the part of the Purchaser, and this Agreement constitutes a legal, valid and binding obligation of the Purchaser enforceable against it in accordance with its terms; and
- (c) Litigation - there are no claims, actions, proceedings or investigations, pending or to the Purchaser's knowledge threatened, that would interfere with or materially affect the ability of the Purchaser to comply with its obligations hereunder.

## 6. ADDITIONAL COVENANTS

- 6.1 New Agreements - Following the waiver or satisfaction of the Subject Conditions, no agreement to lease, lease, lease amendment, licence, or other commitment or agreement with respect to the Property or the operation, maintenance and management thereof, the term of which extends after the Closing Date, shall be made by or renewed by the Purchaser or the District without the prior written consent of the other party. Prior to the waiver or satisfaction of the Subject Conditions, each party shall give written notice to the other party of all material changes to any agreements or material contracts relating to the Property.

- 6.2 Right of Repurchase - The District retains the option to legally repurchase the Property in accordance with the Option to Purchase attached as Schedule B to this Agreement (the “**Option**”) which may be exercised by the District if:

- (a) the Purchaser has not obtained a building permit for the Property and commenced construction of a housing development in compliance with the District’s by-laws applicable to the Property (the “**Development**”) by December 31<sup>st</sup>, 2024;
- (b) the Purchaser has not obtained an occupancy permit for the Development by December 31<sup>st</sup>, 2025; or
- (c) the Purchaser ceases to exist as a society in good standing in accordance with the *Societies Act* (BC).

The parties agree that the Option will be registered against title to the Property on or before the Completion Date.

7. CLOSING DATE, POSSESSION DATE AND ADJUSTMENTS

- 7.1 Closing Date – The closing of the sale and purchase contemplated in this Agreement shall take place on \_\_\_\_\_, or such other date as mutually agreed by the parties (the "**Closing Date**").
- 7.2 Possession Date – The Purchaser shall have possession of the Property subject to the Permitted Encumbrances following payment of the balance of the Purchase Price, subject to the adjustments provided for herein, to the District on the Closing Date.
- 7.3 Adjustments – All adjustments, both incoming and outgoing, in connection with the purchase and sale of the Property including, without limitation, property taxes, local improvement charges, utilities and all other matters customarily the subject of adjustment on the sale of similar commercial properties, shall be made as of the Closing Date such that the Purchaser shall pay all expenses and be entitled to all income with respect to the Property from and including the Closing Date.

8. REPLACEMENT OF AGREEMENT

- 8.1 Partnership Agreement – The District and the Purchaser agree to amend and replace the Partnership Agreement dated April 16, 2019 which shall be at an end and such agreement is replaced with this Agreement.

9. CLOSING DOCUMENTS AND PROCEDURE

- 9.1 District's Documents – On or before the Closing Date, the District shall deliver to the solicitors for the Purchaser the following documents, properly executed and acknowledged, which shall be prepared by the solicitors for the Purchaser and forwarded to the District's solicitors before the Closing Date and shall be in form and substance approved by the solicitors for the Purchaser and the District, acting reasonably:
- (a) a registrable freehold transfer (the "**Transfer**") transferring the Property to the Purchaser free and clear of all liens, charges, encumbrances and legal notations other than the Permitted Encumbrances;
  - (b) the District's statement of adjustments;
  - (c) discharges or releases in registrable form of all liens, charges, encumbrances and notations, if any, encumbering the Property and not constituting Permitted Encumbrances, or undertakings to provide such discharges or releases which are in a form satisfactory to the solicitors for the Purchaser and the District, acting reasonably;
  - (d) documents as may be necessary or advisable for the protection of either party to verify the status of the transaction with respect to the GST; and
  - (e) such other documents as the Purchaser or the Purchaser's solicitors may reasonably require to document this transaction.
- 9.2 Purchaser's Documents – On or before the Closing Date, the Purchaser shall deliver to the solicitors for the Purchaser the following:



- (a) a certified cheque, bank draft or solicitor's trust cheque for the balance of the Purchase Price, subject to the adjustments described herein;
- (b) the Purchaser's statement of adjustments;
- (c) a certificate confirming the GST registered status of the Purchaser, if registered, or documents as may be necessary or advisable for the protection of either party to verify the status of the transaction with respect to the GST; and
- (d) such other documents as the District may reasonably require to document this transaction.

9.3 Closing Procedure – On the Closing Date if all documents and funds have been delivered as herein provided, all documents shall be held in trust by the Purchaser's solicitors with the exception of the Transfer, and any discharges of encumbrances not constituting Permitted Encumbrances, which documents shall be tendered for registration in the LTO by the Purchaser's solicitors. The Purchaser's solicitors shall disburse funds in accordance with the approved District's statement of adjustments upon:

- (a) full registration of the Transfer, and discharges, if any; and
- (b) receipt by the Purchaser's solicitors of a title search indicating that title to the Property has been issued in the name of the Purchaser subject only to the Permitted Encumbrances.

Provided further that the exchange of documents and closing may be upon lawyer's or notary's undertakings pursuant to the Canadian Bar Association (BC Branch – Real Property Section) standard undertakings (the "CBA Standard Undertakings"), or undertakings substantially in the form of the CBA Standard Undertakings, as may be agreed to by the solicitors for the Purchaser and the District.

## 10. RISK

10.1 Risk - The Property shall be at the risk of the District until 12:01 a.m. on the Closing Date and shall thereafter be at the risk of the Purchaser.

## 11. MISCELLANEOUS

11.1 Tender – Any tender of documents or money may be made upon the District or the Purchaser or their respective solicitors and money shall be tendered by wire transfer, certified cheque, bank draft or solicitor's trust cheque. Unless otherwise stated, all dollar amounts referred to in this Agreement are in Canadian funds.

11.2 Costs – The Purchaser shall prepare and register the conveyance documents at its own expense. The District shall bear the cost of clearing title to the Property of any liens, charges, encumbrances and legal notations not constituting Permitted Encumbrances. Each party shall bear its own legal fees.

11.3 Taxes – The Purchaser shall pay all property transfer tax in connection with the transfer of title to the Property. The Purchaser is or shall be on the Closing Date a GST registrant under the *Excise Tax Act* (Canada) and shall account to Revenue Canada Excise for the goods and services tax ("GST") in respect of the purchase of the Property, provided that if the Purchaser is not a

registrant under the *Excise Tax Act* on the Closing Date, then the Purchaser will pay the applicable GST to the District on the Closing Date and the District will then remit the GST as required by the *Excise Tax Act*. The District and the Purchaser agree that the fair market value of the Property is the amount determined by the BC Assessment Authority and set out in the BC Assessment Authority 2023 assessment as of July 1, 2022.

11.4 Time of Essence – Time shall be of the essence of this Offer and the Agreement resulting from its acceptance.

11.5 Notices - Any notice to be given under this Agreement shall be in writing and shall be validly given if delivered or mailed in by prepaid registered post to the parties as follows:

To the Purchaser at:

Hudson's Hope Health Care And Housing Society  
PO Box 342, Hudson's Hope, British Columbia, V0C 1V0  
email: \_\_\_\_\_  
with a copy to the Purchaser's solicitor

To the District at:

District of Hudson's Hope  
9904 Dudley Drive, Hudson's Hope, British Columbia V0C 1V0  
Cell: \_\_\_\_\_  
Email: clerk@hudsonshope.ca or \_\_\_\_\_  
or to the District's solicitor

or to such other address as a party may advise the other by written notice hereunder. Any notice addressed and provided as aforesaid shall be deemed to have been given on the day of delivery or email if a business day and if not a business day then on the next business day or, if mailed, on the third business day following the posting thereof, provided that if there is a postal strike, dispute or slowdown, notices shall only be effective if delivered.

11.6 Real Estate Commissions – The District represents and warrants that the Purchase Price is net of all commissions and that the Purchaser is not responsible for any real estate commission or other commissions in connection with this Agreement, except those the Purchaser has expressly agreed to in writing.

11.7 Entire Agreement – This Agreement constitutes the entire agreement between the parties pertaining to the sale and purchase of the Property and supersedes all prior agreements, negotiations and discussions, whether oral or written, including the Partnership Agreement dated April 16, 2019, of the District and the Purchaser. There are no representations, warranties, covenants or agreements, express, implied, statutory, collateral or otherwise, save as set forth herein and in the Partnering Agreement.

11.8 Survival – All representations, warranties, covenants and agreements contained herein shall survive the Closing Date and shall continue in full force and effect thereafter.

11.9 Further Assurances – Each party shall execute and deliver all such further documents and do all such further acts as may be reasonably required by the other party to carry out the true intent and meaning of this Agreement.

- 11.10 Governing Law – This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable therein. The District and the Purchaser agree to submit to the jurisdiction of British Columbia with respect to any dispute relating to this Agreement.
- 11.11 Benefit – This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns. The District will not assign its interest hereunder. The Purchase will have the right to assign its interest under this Agreement in its discretion.
- 11.12 No Derogation and Powers Preserved – Nothing contained or implied in this Agreement will impair or affect the District's rights and powers in the exercise of its functions pursuant to the *Community Charter*, the *Local Government Act* or any other enactment, and all such powers and rights may be fully exercised as if this Agreement had not been entered into between the Purchaser and the District. The Purchaser acknowledges that the fulfillment of the Subject Conditions may require the Council of the District to adopt bylaws or pass resolutions and that the adoption of such bylaws and passage of such resolutions by the Council of the District are within its sole and absolute discretion which is not in any manner subject to the provisions hereof.
- 11.13 Execution by Electronic Means and Counterparts – This Agreement may be executed by the parties and transmitted by electronic means and, if so executed and transmitted, this Agreement shall be for all purposes as effective as if the parties had delivered an executed original agreement. This Agreement may be executed in several counterparts, each of which may be deemed an original, and all of such counterparts together shall constitute one and the same Agreement.

END OF PAGE

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

**HUDSON'S HOPE HEALTH CARE AND HOUSING SOCIETY**

by its authorized signatories:

Per: \_\_\_\_\_  
Name:

Per: \_\_\_\_\_  
Name:

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

**DISTRICT OF HUDSON'S HOPE**

by its authorized signatories:

Per: \_\_\_\_\_  
Name:

Per: \_\_\_\_\_  
Name:

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

**SCHEDULE A**

**PERMITTED ENCUMBRANCES**

Permitted Encumbrances of the Property: **NIL**

**SCHEDULE B**

**OPTION TO PURCHASE**

THIS OPTION TO PURCHASE dated the \_\_\_\_\_ day of \_\_\_\_\_, 2023

BETWEEN:

**HUDSON'S HOPE HEALTH CARE AND HOUSING SOCIETY (INC. No. S0030649)**, of PO Box 342, Hudson's Hope, British Columbia, V0C 1V0

(the "**Grantor**")

AND:

**DISTRICT OF HUDSON'S HOPE**

(the "**Municipality**")

WHEREAS:

- A. The Grantor is the registered owner in fee simple of the lands and premises legally described as:

PID: 001-373-601, Lot 1, Section 13, Township 81, Range 26, west of the 6<sup>th</sup> Meridian, Peace River District, Plan 17871

(the "**Property**");

- B. The Grantor agreed to purchase the Property from the Municipality pursuant to an Agreement of Purchase and Sale dated May 3<sup>rd</sup>, 2023 (the "**Sale Agreement**") which Sale Agreement included Article 5 that the Municipality could repurchase the Property if certain conditions were not satisfied in accordance with this Option Agreement; and
- C. The Grantor has agreed to grant to the Municipality an Option to Purchase the Property on the terms and conditions hereinafter set forth to secure the Grantor's compliance with section 6.2 of the Sale Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the promises, covenants and agreements hereinafter set forth, the parties hereto covenant, agree, represent and promise as follows:

1. In consideration of **ONE DOLLAR (\$1.00)** paid by the Municipality to the Grantor, receipt of which is hereby acknowledged, and in further consideration of the Municipality agreeing to sell the Property to the Grantor under the Sale Agreement, the Grantor grants to the Municipality the irrevocable option to purchase the Property (the "**Option**") for the purchase price of:

- (a) \$1.00; plus
- (b) the appraised value of any improvements constructed or partially constructed on the Property by the Grantor as of the Option Completion Date detailed in section 4 below, as determined by an appraisal provided by a qualified appraiser selected by the Municipality;

(the “**Option Price**”)

payable in accordance with section 4 of this Option Agreement. None of the monies paid for the granting of the Option shall be credited towards the Option Price.

2. The Option may only be exercised by the Municipality in the event that:
  - (a) the Grantor has not obtained a building permit for the Property and commenced construction of a housing development in compliance with the District’s by-laws applicable to the Property (the “**Development**”) by December 31<sup>st</sup>, 2024;
  - (b) the Grantor has not obtained an occupancy permit for the Development by December 31<sup>st</sup>, 2025; or
  - (c) the Grantor ceases to exist as a society in good standing in accordance with the *Societies Act* (BC).
3. The Option is exercisable by notice in writing delivered or mailed by registered mail, postage prepaid, to the Grantor in accordance with section 13 of this Option Agreement, prior to midnight on December 31<sup>st</sup>, 2026, after which time the Option shall be null and void, and the Grantor shall be entitled to retain the sum paid for the granting of the Option.
4. Upon the exercise of the Option in the matter aforesaid, a binding Contract of Purchase and Sale shall arise between the Municipality and the Grantor with respect to the Property, and the following shall be the terms of the Contract of Purchase and Sale:
  - (a) the completion date shall be sixty (60) days after the exercise of the Option, unless on such day the appropriate Land Title Office is closed, in which case the sale shall be completed on the next following day when such office is open (the “**Option Completion Date**”);
  - (b) the Option Price for the Property shall be paid on the Option Completion Date, subject to the usual real estate adjustments, calculated as of the Option Completion Date;
  - (c) vacant possession shall be given on the Option Completion Date;

- (d) the following terms, which are free of all encumbrances, shall be included in the Option Price: all fixtures, including trade fixtures, and all improvements installed on or constructed on the Property;
- (e) the title of the Property shall be transferred free and clear of all encumbrances, except restrictive covenants, existing tenancies, reservations and exceptions in the original grant from the Crown, and easements in favour of utilities and public authorities;
- (f) the Municipality shall be allowed forty-five (45) days from the date of the exercise of the Option to inspect the Property and examine the title of the Property, and if within the time any valid objection to title is made in writing which the Grantor shall be unable or unwilling to address or remove and which the Municipality will not waive, this Option Agreement shall be null and void notwithstanding any intermediate acts or negotiations in respect of such objection, and the Grantor shall refund to the Municipality the amount paid for the granting of the Option, without interest;
- (g) a conveyance pursuant to the *Land Transfer Form Act*, shall be executed by the Grantor and delivered in registrable form three working business days before the Option Completion Date;
- (h) the Municipality will bear all costs of conveyance and, if applicable, any costs related to arranging a mortgage, and the Grantor will bear all costs of clearing title;
- (i) the Property shall be at the risk of the Grantor until and including the day preceding the Option Completion Date and in the event of loss or damage to the same occurring before such time by reason of tempest, lighting, earthquake, flood of other act of God, fire, explosion, riot, civil commotion, insurrection of war, the Municipality may at its Option cancel this Option Agreement and shall thereupon be entitled to the return of all funds paid to the Grantor. The Property shall be at risk of the Municipality from and including the Option Completion Date;
- (j) if the Grantor has existing financial charges to be cleared from the title, the Grantor, while still required to clear such charges, may wait to pay and discharge the same until immediately after receipt of the Option Price, but in this event, the Municipality may pay the Option Price to a lawyer of notary in trust, on undertakings to pay and discharge the financial charges, and return the balance, if any, to the Grantor. In the event that the Grantor refuses to retain a lawyer of notary public to payout such encumbrances, the Municipality's lawyer shall be entitled to pay out such encumbrances from the Option Price;
- (k) there are no representations, warranties, collateral agreements or conditions relating to the Property except as specified herein;



- (l) if there are any improvements constructed on the Property, the Municipality's lawyer shall hold back an amount equal to 10% of the appraised value of the improvements as a holdback under the *Builder's Lien Act* (the "**Holdback**") until 55 days after issuance of an Occupancy Permit for the building and if any builders liens are registered against the Property, the Municipality's lawyer shall be entitled to pay the amount of such lien(s) from the Holdback or apply to pay the Holdback into court to secure a discharge of the lien(s), all without prejudice to any other rights the Municipality may have under the *Builder's Lien Act* or in law or equity; and
  - (m) the Grantor covenants and agrees that it will, from and after the date of this Option Agreement to the Option Completion Date:
    - (i) take all reasonable care to protect and safeguard the Property and operate and otherwise deal with the Property as a careful and prudent owner would do;
    - (ii) observe and perform all of its obligations under all encumbrances and diligently enforce all of its rights and remedies under the encumbrances; and
    - (iii) take or cause to be taken all proper steps and actions and corporate proceedings to enable the Grantor to vest a good and marketable title to the Property in the Municipality free and clear of all liens, encumbrances, defects in title, equities or claims of every nature and kind except for permitted encumbrances and to enable the Grantor to carry out the sale of the Property and to execute and deliver this Option Agreement as valid and binding obligations of the Grantor.
5. Upon the completion of the purchase of the Property resulting from the Municipality exercising the Option, the Grantor shall forfeit to the Municipality the difference between the Option Price and the actual amounts paid by the Grantor for:
- (a) the Purchase Price paid for the Property under the Sales Agreement; and
  - (b) the costs of any improvements on the Property installed or constructed by the Grantor on the Property,
- as unliquidated damages, without prejudice to any other remedies available to the Municipality in law or in equity.
6. The Municipality will upon receipt from the Grantor of a discharge of the Option in registrable form execute and deliver to the Grantor the said discharge if:
- (a) The Option is not exercised by the date set out in section 3 of this Option Agreement; or

- (b) The Grantor has fulfilled the conditions set out in section 2 of this Option Agreement.

The preparation of the said discharge and its registration in the Land Title Office will be at the sole cost of the Grantor.

7. The Grantor warrants that to the best of its knowledge, the Property is not and will not be contaminated, there are no environmental orders made with respect to the Property, and the Property has complied and will continue to comply with all environmental laws. The Grantor agrees to indemnify and save harmless the Municipality from all losses, actions, demands, expenses, and harm of any kind which the Municipality or its officers, employees, agents or others may directly or indirectly suffer in relation to environmental contamination of or from the Property cause or occurring before the Option Completion Date and this indemnity agreement will survive the transfer to the Municipality.
8. The parties acknowledge that the Municipality may, in its sole and unfettered discretion, elect not to exercise the Option for any reason.
9. The Option is not assignable by the Municipality.
10. Time will be of the essence of the Agreement and the Contract of Purchase and Sale constituted by the exercise of the Option.
11. Any tender of documents or money may be made upon the parties hereto at their respective addresses set forth herein or upon their solicitors and any money may be tendered by certified cheque, bank draft, or solicitors trust cheque.
12. There are no representations, warranties, guarantees, covenants or conditions other than those contained herein, all of which shall survive and not merge with and deeds or agreements delivered in connections with the completion of this transaction.
13. Any notice or other writing required or permitted to be given hereunder or for the purposes hereof to any parties shall be sufficiently given if delivered by hand, or if sent by registered mail, or if transmitted by facsimile to such party at such party's address as said above, or at such other address or addresses as the party to whom such notice or other writing is to be given shall have last notified the party giving the same in the manner provided in this section. Any notice delivered by registered mail shall be deemed to have been received three days after posting in any post office in Canada.
14. The Grantor will exercise and do all such act, deeds, things, and assurances as may be requisite in the option of the Municipality, or the Municipality's solicitors, for more perfectly and absolutely transferring, assuring to and vesting in the Municipality title to the Property, in accordance with the terms of this Option Agreement.

15. Each of the parties to this Option Agreement shall bear their own legal fees. The Municipality will be responsible for the costs of preparation of the closing Documents and for the land registration fees in connection with the registration of the Transfer. The Grantor will be responsible for all costs associated with clearing title of financial charges.
16. This Option Agreement shall be binding upon all strata corporations created upon the strata title subdivision of the Property or any building on the Property pursuant to the *Strata Property Act*. Upon the Property, or any portion thereof, being subdivided by way of a strata plan pursuant to the *Strata Property Act*, then:
  - (a) this Option Agreement will charge each strata lot and shall be noted on the common property record of the strata corporation; and
  - (b) the strata corporation so created will be, at its cost, responsible for the performance and observance of the Grantor's covenants and obligations in this Agreement, and the Grantor will cause such strata corporation to execute an assumption agreement to give effect to the foregoing, and, upon delivery of such assumption agreement to the Municipality, the Grantor will be released from its obligations and liabilities hereunder, except to the extent that it remains an owner of any one or more of the strata units.
17. This Option Agreement and all other documents and instruments entered into connection herewith shall be governed by and interpreted in accordance with the laws of the Province of British Columbia from time to time and the parties irrevocably attorn and submit to the exclusive jurisdiction of the Courts of the Province of British Columbia.
18. This Option Agreement shall enure to the benefit of and be binding on the parties hereto and their respective successors and assigns and successor in title.
19. AND IT IS EXPRESSLY AGREED between the parties hereto that all grants, covenants, provisos and agreements, rights, powers, privileges and liabilities obtained herein shall be read and held as made by and with, granted to and imposed upon, the respective parties hereto, and their respective heirs, executors, administrators, successors and assigns, the same as if the words heirs, executors, administrators, successors and assigns had been inscribed in all proper and necessary places: And wherever the singular or masculine is used herein, the same shall be construed as meaning the plural of feminine or the body politic of corporate where the context or the parties hereto so require, and where a party is more than one person, all covenants shall be deemed to be joint and several.
20. This Option Agreement may be altered or amended only by an agreement in writing signed by the parties. The Option Completion Date may be changed by the parties through their respective solicitors upon instructions to their solicitors as evidenced after in writing by their solicitors. Instructions to the Municipality's solicitors as to changes

to the Option Completion Date and other administrative matters may be made on behalf of the Municipality by the Chief Administrative Officer.

21. Each of the parties hereto shall, with reasonable diligence, do all such things and provide all such reasonable assurances as may be required to consummate the transactions contemplated and each such party shall provide such further documents or instruments required by the other party as may reasonably be necessary or desirable to give effect to the terms and purpose of this Option Agreement and carry out its provisions, before or after the Option Completion Date.
22. Nothing contained or implied in this Option Agreement shall fetter in any way the discretion of the Municipality or the Council of the Municipality. Further, nothing contained or implied in this Option Agreement shall derogate from the obligation of the Purchasers under any other agreement with the Municipality or, if the Municipality so elects, prejudice or affect the Municipality's rights, powers, duties or obligation in the exercise of its functions pursuant to the *Community Charter* or the *Local Government Act*, as amended or replaced from time to time, or act to fetter or otherwise affect the Municipality's discretion, and the rights, powers, duties and obligations of the Municipality under all public and private statutes, by-laws, orders and regulations, which may be, if the Municipality so elects, fully and effectively exercised in relation to the Property.
23. No waiver of any of the provisions of this Option Agreement shall be deemed to or shall constitute a waiver of any other provisions (whether or not similar) nor shall such waiver constitute a continuing waiver unless otherwise expressly provided.
24. Any reference in this Option Agreement to any statute or any section of it shall, unless otherwise expressly stated, be deemed to be a reference to such statute or Article as amended, restated or re-enacted from time to time.
25. The headings appearing in this Option Agreement have been inserted for reference and as a matter of convenience and in no way define, limit or enlarge the scope or meaning of this Option Agreement or any provision of it.
26. In the event that any provision of this Option Agreement or portion of it should be illegal, invalid or unenforceable in respect of any applicable law, the validity, legality and enforceability of the remainder of this Option Agreement shall not be affected or impaired.
27. Wherever the singular or masculine or neuter is used in this Option Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties so requires.
28. This Option Agreement may be executed in counterpart with the same effect as if both Parties had signed the same document. Each counterpart shall be deemed to be an

original. All counterparts shall be construed together and shall constitute one and the same Agreement.

IN WITNESS WHEREOF the individual signatories have affixed their hands and seals and the execution by any corporate entity hereto has been attested by its duly authorized officers as of the day and year first above written.

## REQUEST FOR DECISION

<b>RFD#:</b> 2023-MR-29	<b>Date:</b> May 3, 2023
<b>Meeting#:</b> CM-05-08-23	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> By-election – appointment of Elections Officers	

### RECOMMENDATION:

*THAT the District of Hudson's Hope Council appoint William Lindsay as Chief Election Officer and Becky Mercereau as Deputy Chief Election Officer to administer the required by-election for Mayor effective Wednesday, May 10, 2023.*

### BACKGROUND:

On Monday, May 1, 2023, Mayor Heiberg publicly announced his decision to resign from office effective May 15<sup>th</sup>.

On Tuesday, I met with Bill Lindsay and we discussed this matter. Mr. Lindsay has experience administering local government elections. He is willing to accept the appointment of Chief Election Officer (CEO) for the by-election. Also, Becky Mercereau, Office Assistant, who has experience in coordinating elections, has agreed to accept the appointment of Deputy Election Officer.

### DISCUSSION:

Sections 54 (4) and 58 (1) of the *Local Government Act* requires the Council to appoint a chief election officer and a deputy chief election officer to administer this by-election.

Under section 54 (5) of the Act, the chief election officer must set a general voting day for the election, which must be on a Saturday no later than 80 days after the date the chief election officer was appointed. Accordingly, the general voting day will be on July 29<sup>th</sup>.

The necessary forms and notices were developed for the general local election last fall, so they are current except for dates and other relevant changes. Our office has a copy of a manual for local government elections developed by the Local Government Management Association (LGMA) which is regularly updated and is extremely helpful.

For the most part, this by-election will be carried out with municipal staff as they will receive training which benefits us in future years.

Voting takes place from 8:00 AM until 8:00 PM during Advance and General (12 hours each). There is some setup and take-down time, plus the counting of ballots on GVD.

Public Notice Bylaw No. 932, 2022 allows our municipality to publicize election-related matters via Post Office mail drops, our website and Facebook account, PSAs, notice boards, and other social media.

**FINANCIAL IMPLICATIONS:**

Mr. Lindsay will be charging us \$30 per hour for the time that he will be working, taking effect on the day of his appointment on May 10<sup>th</sup>. The exact number of hours is unknown at this time. If the by-election is decided by acclamation, the cost will obviously be less. Overtime for the Municipal staff working for election will be paid under this account.

All printing of notices, posters, forms, and handouts will be done in-house. Ballots will be printed in Dawson Creek by Tiger.

There will be some cost on meals during advance voting and general voting day.

Charges for Neighbourhood Mail distributed via the Post Office are based on the number of boxes (about 300) and the weight of the notices.

**ATTACHMENT:**

SAMPLE - By-election date calculator

Report approved by:



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Mokles Rahman, CAO

**This Calculator is an Informational and Planning Tool and Does Not Constitute Legal Advice - nor is it a Substitute for Provincial Legislation.**

**May 2023**



DAY OF THE WEEK	CALCULATED DATE	EVENT OR DEADLINE	CALCULATION/LEGISLATIVE PROVISION (LGA = Local Government Act ; LECFA = Local Elections Campaign Financing Act ; CC = Community Charter ; IA = Interpretation Act )	LEGISLATIVE REFERENCE	NOTES
	Date of Vacancy	Start of Election Period	In the case of a by-election, on the day the local authority office that is to be filled by the by-election becomes vacant	LECFA: s.10(1)(a)(ii)	<b>This date can vary - based on when candidate submits nomination documents (calculated as same day six months earlier, less a day IA: 25.3(2)(b)).</b>  <b>This date can vary - based on when resident elector registers to vote (calculated as same day six months earlier, less a day IA: 25.3(2)(b)).</b>  <b>This date can vary - based on when non resident property elector registers to vote (calculated as same day six months earlier, less a day IA: 25.3(2)(b)).</b>
	TBD	Candidate B.C. Residency Deadline	A person is qualified to be nominated for office, and to be elected to and hold office, on a local government if at the relevant time the person meets all the following requirements: (c) the person must have been a resident of British Columbia, as determined in accordance with section 67, for at least 6 months immediately before the relevant time	LGA: s.81(1)(c)	
	TBD	Elector Residency Deadline - Resident Elector	The person must have been a resident of British Columbia, as determined in accordance with section 67 [rules for determining residence], for at least 6 months immediately before the day of registration	LGA: s.65(1)(c)	
	TBD	Elector Residency Deadline - Non-resident Property Elector	The person must have been a resident of British Columbia, as determined in accordance with section 67, for at least 6 months immediately before the day of registration	LGA: s.66(1)(d)	
	May 1, 2023	Election Bylaw Adoption Deadline	In order for a bylaw referred to in subsection (1) to apply in relation to an election under section 54 [by-elections] , the bylaw must be adopted at least 42 days before the first day of the nomination period for the election	LGA: s.56(2)(b)	
	May 7, 2023	Start of Period for Notice of End of Advance Elector Registration (If advance elector registration is available)	At least 6 days but not more than 30 days before the start of the closed period under subsection (4), the designated local government officer must give public notice of the close of advance registration in accordance with section 50 [newspaper publication]	LGA: s.71(5)	
	May 10, 2023	Appointment of the Chief Election Officer (Earliest Date to appoint the Chief Election Officer)	As soon as practicable after a vacancy occurs for which an election under this section is to be held, the local government must: (4)(a) appoint a chief election officer for the election  The chief election officer must set a general voting day for the election, which must be on a Saturday no later than 80 days after the date the chief election officer was appointed	LGA: s.54(4) & s. 54(5)	
	May 14, 2023	Start of Period for Notice of Nominations	At least 6 days but not more than 30 days before the nomination period begins, the chief election officer must issue a notice of nomination under this section in accordance with section 50 [newspaper publication]	LGA: s.85(1)	



	May 14, 2023	Start of Period for Notice of List of Registered Electors (If applicable)	At least 6 days but not more than 30 days before the first day on which the list of registered electors is required to be available under subsection (3), notice must be given in accordance with section 50 [newspaper publication]	LGA: s.77(6)
	May 30, 2023	End of Period for Notice of Close of Advance Elector Registration (if advanced registration is available)	At least 6 days but not more than 30 days before the start of the closed period under subsection (4), the designated local government officer must give public notice of the close of advance registration in accordance with section 50 [newspaper publication]	LGA: s.71(5)
	June 6, 2023	End of Period for Notice of Nominations	At least 6 days but not more than 30 days before the nomination period begins, the chief election officer must issue a notice of nomination under this section in accordance with section 50 [newspaper publication]	LGA: s.85(1)
	June 6, 2023	End of Period for Notice of List of Registered Electors (If applicable)	At least 6 days but not more than 30 days before the first day on which the list of registered electors is required to be available under subsection (3), notice must be given in accordance with section 50 [newspaper publication]	LGA: s.77(6)
	June 6, 2023	End of Advanced Elector Registration (If advance elector registration is available)	Advance registration closes 53 days before general voting day and does not reopen until the Monday after the close of general voting, subject to any extension of this closed period in relation to an election under section 152 [runoff election if tie vote after judicial recount]	LGA: s.71(4)
	June 6, 2023	Last Day for Withdrawal of Non-resident Property Elector Consent	Once a withdrawal of consent has been delivered in accordance with subsection (7), the person registered as the non-resident property elector in relation to the property ceases to be entitled to be registered and vote as such if the number of individuals referred to in subsection (6) falls below a majority of the registered owners, with this effective (a) for the next election, in the case of a withdrawal delivered at least 52 days before general voting day for the election, and (b) following the next election, in the case of a withdrawal delivered less than 52 days before general voting day for the election	LGA: s.66(8)
	June 7, 2023	Adoption of Provincial Voters List (If applicable)	A bylaw under subsection (1) must require that the Provincial list of voters becomes the register of resident electors no later than 52 days before general voting day for any election to which the bylaw applies	LGA: s.76
	June 13, 2023	Start of Nomination Period	The period for receiving nominations begins at 9 a.m. on the 46th day before general voting day and ends at 4 p.m. on the 36th day before general voting day.	LGA: s.84(1)
	June 13, 2023	Start of Challenge to Nomination Period	The time period during which a challenge may be made is between the time of the delivery of the nomination documents in accordance with section 89 and 4 p.m. on the 4th day after the end of the nomination period	LGA: s.91(2)

	June 13, 2023	Start of Challenge to Endorsement Period	The time period during which a challenge may be made is between the time of the filing of the endorsement documents in accordance with section 93 [endorsement documents] and 4 p.m. on the 4th day after the end of the nomination period	LGA: s.96(2)
	June 13, 2023	Start of Public Inspection of List of Registered Electors Period (If applicable)	From the 46th day before general voting day until the close of general voting, a copy of the list of registered electors as it stands at the beginning of that period must be available for public inspection at the local government offices during its regular office hours	LGA: s.77(3)
	June 13, 2023	Start of Objections to Elector Registration Period (If applicable)	From the 46th day before general voting day until the close of general voting, a copy of the list of registered electors as it stands at the beginning of that period must be available for public inspection at the local government offices during its regular office hours	LGA: s. 77(3)
	June 19, 2023	Start of Period for Notice of Required Advance Voting	At least 6 days but not more than 30 days before a required advance voting opportunity, the chief election officer must give notice in accordance with section 50 [newspaper publication] of (a) the date, location of the voting places and voting hours for the voting opportunity, and (b) the documents that will be required in order for a person to register as an elector at the time of voting	LGA: s.107(5)
	June 23, 2023	End of Nomination Period	The period for receiving nominations begins at 9 a.m. on the 46th day before general voting day and ends at 4 p.m. on the 36th day before general voting day	LGA: s.84(1) & s.89(5)
	June 23, 2023	Declaration of Candidates	Immediately following the end of the nomination period, the chief election officer must declare as candidates for an elected office all persons who have been nominated for the office	LGA: s.97(1)
	June 23, 2023	Start of Extended Nomination Period (if required)	If there are fewer persons declared as candidates than there are to be elected, additional nominations must be received by the chief election officer from the time of the declaration under subsection (1) up until 4 p.m. on the 3rd day after the end of the nomination period	LGA: s.97(2)
	June 23, 2023	End of Period of Objections to Elector Registrations (If applicable)	An objection must be received by the designated local government officer, or a person authorized for this purpose by that officer, before 4 p.m. on the 36th day before general voting day	LGA: s.79(2)
	June 26, 2023	End of Extended Nomination Period (if required)	If there are fewer persons declared as candidates than there are to be elected, additional nominations must be received by the chief election officer from the time of the declaration under subsection (1) up until 4 p.m. on the 3rd day after the end of the nomination period	LGA: s.97(2)
	June 27, 2023	End of Challenge to Nomination Period	The time period during which a challenge may be made is between the time of the delivery of the nomination documents in accordance with section 89 and 4 p.m. on the 4th day after the end of the nomination period	LGA: s.91(2)
	June 27, 2023	End of Challenge to Endorsement Period	The time period during which a challenge may be made is between the time of the filing of the endorsement documents in accordance with section 93 [endorsement documents] and 4 p.m. on the 4th day after the end of the nomination period	LGA: s.96(2)

	June 28, 2023	Deadline to Become Resident Elector (if Registering on General Voting Day)	In order to be registered as a resident elector of a municipality or electoral area, a person must meet all the following requirements on the day of registration: (d) the person must have been a resident of the municipality or electoral area, as determined in accordance with section 67, for at least 30 days immediately before the day of registration	LGA: s.65(1)(d)
	June 28, 2023	Deadline to Become Non-Resident Property Owner (if Registering on General Voting Day)	In order to be registered as a non-resident property elector of a municipality or electoral area, a person must meet all the following requirements on the day of registration: (e) the person must have been a registered owner of real property in the municipality or electoral area for at least 30 days immediately before the day of registration	LGA: s.66(1)(e)
	June 29, 2023	Start of Period for Notice of Election by Voting	At least 6 days but not more than 30 days before general voting day for an election by voting under section 98 (2), the chief election officer must issue a notice of election in accordance with section 50 <i>[newspaper publication]</i>	LGA: s.99(1)
	June 30, 2023	Nomination Documents Originals to local Chief Election Officer Deadline	If the originals of nomination documents delivered by fax or email are not received by the chief election officer before the end of the 29th day before general voting day, the person nominated is deemed to have withdrawn from being a candidate in the election	LGA: .89(5)
	June 30, 2023	Candidate Nomination Withdrawal Deadline	At any time up until 4 p.m. on the 29th day before general voting day, a person who has been nominated may withdraw from being a candidate in the election by delivering a signed withdrawal to the chief election officer, which must be accepted if the chief election officer is satisfied as to its authenticity	LGA: s.101(1)
	June 30, 2023	Elector Organization Endorsement Withdrawal Deadline	An elector organization endorsement must not appear on a ballot if, before 4 p.m. on the 29th day before general voting day, (a) the candidate withdraws his or her consent to have the elector organization endorsement appear on the ballot by delivering a signed withdrawal to the chief election officer by that time, or (b) the elector organization withdraws its endorsement of the candidate by delivering to the chief election officer by that time a written withdrawal signed by the authorized principal official of the elector organization	LGA s. 95
	June 30, 2023	End of Election Period (12:00 Midnight)	The election period in relation to an election is the period that (b) ends at the beginning of the campaign period for the election	LECFA: s.10(1)(b)
	July 1, 2023	Start of Campaign Period (12:01 am)	The campaign period in relation to an election is the period that (a) begins on the 28th day before general voting day for the election	LECFA: s.10(2)(a)
Monday	TBD	Declaration of Election by Voting	At 4 p.m. on the Monday following the last day for determining a challenge under section 91 [challenge of nomination], the chief election officer must declare the election in accordance with this section. If there are more candidates for an office than there are to be elected for the office, the chief election officer must declare that an election by voting is to be held	LGA: s.98(2)

**Manually adjust to the Monday following the end of the Challenge to Nomination Period.**

Monday	TBD	Declaration of Election of Candidates by Acclamation	At 4 p.m. on the Monday following the last day for determining a challenge under section 91 [challenge of nomination], the chief election officer must declare the election in accordance with this section. If no more candidates for an office are nominated than there are to be elected for that office, the chief election officer must declare the candidate or candidates elected by acclamation	LGA: s.98(3)	Manually adjust to the Monday following the end of the Challenge to Nomination Period.
	July 12, 2023	End of Period for Notice of Required Advance Voting	At least 6 days but not more than 30 days before a required advance voting opportunity, the chief election officer must give notice in accordance with section 50 [newspaper publication] of (a) the date, location of the voting places and voting hours for the voting opportunity, and (b) the documents that will be required in order for a person to register as an elector at the time of voting	LGA: s.107(5)	
	July 19, 2023	Required 10 Day Advance Voting Opportunity	At least 2 advance voting opportunities must be held for an election by voting, (a) one on the 10th day before general voting day	LGA: s.107(1)(a)	
	July 22, 2023	End of Period for Notice of Election by Voting	At least 6 days but not more than 30 days before general voting day for an election by voting under section 98 (2), the chief election officer must issue a notice of election in accordance with section 50 [newspaper publication]	LGA: s.99(1)	
	TBD	Required Second Advance Voting Opportunity (If Applicable)	At least 2 advance voting opportunities must be held for an election by voting (b) on another date which the local government must establish by bylaw  As an exception to subsection (1) in relation to a municipality or electoral area with a population of 5,000 or less, the local government may, by bylaw, provide that the advance voting opportunity referred to in subsection (1) (b) is not to be held for the municipality or electoral area	LGA 107(1)(b) & s. 107(2)	
Saturday	July 29, 2023	General Voting Day		LGA: s. 54	Must be a Saturday Manually Enter Election Date for Calculation Enter Date as YYYY-MM-DD
	July 29, 2023	Deadline to Receive Mail Ballots	In order to be counted for an election, a mail ballot must be received by the chief election officer before the close of voting on general voting day and it is the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received by the chief election officer within this time limit	LGA: s.110(9)	
	July 29, 2023	Announcement of Preliminary Election Results by Voting (optional)	The chief election officer may announce preliminary results of an election before the determination under section 145 [determination of official election results] is completed	LGA: s.144(1)	
	July 29, 2023	End of Period for Inspection of List of Electors	From the 46th day before general voting day until the close of general voting, a copy of the list of registered electors as it stands at the beginning of that period must be available for public inspection at the local government offices during its regular office hours	LGA: s.77(3)	

	July 29, 2023	End of Campaign Period	The campaign period in relation to an election is the period that (b) ends, as applicable,(i) in the case of an election by voting, at the close of general voting for the election, or (ii) in the case of an election by acclamation, at the end of general voting day	LECFA: s.10(2)(b)	
	July 29, 2023	First Day for Declaration of Official Election Results by Voting	As the final counting proceeding subject to a judicial recount, the chief election officer must determine the results of an election in accordance with this section	LGA: s.145	
	July 30, 2023	First day candidate elected through acclamation can make oath of office	in the case of an electoral area director elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required	LGA s.202(1)(a) CC: s. 120(1)(a)	
	August 2, 2023	Last Day for Declaration of Official Election Results by Voting	Before 4 p.m. on the 4th day following the close of general voting, the chief election officer must declare the results of the election as determined under section 145	LGA: s.146(1)	
	August 2, 2023	Start of Period for Application to the Supreme Court to Invalidate Election	The time limit for making an application is 30 days after the declaration of official election results under section 146	LGA s.153(3)	*This date relates to the date of the declaration of election results. The default date assumes results were declared on the last date possible. If the results are declared earlier this date would need to be changed accordingly.
	August 2, 2023	Start of Period to Apply for Judicial Recount	The time period during which an application may be made is limited to the time between the declaration of official election results under section 146 and 9 days after the close of general voting	LGA: s.148(3)	
	August 2, 2023	Start of Public Inspection of Voting Day Materials	From the time of the declaration of the official election results under section 146 until 30 days after that date, the following election materials must be available for public inspection at the local government offices during regular office hours: (a) the voting books used for the election; (b) any copies of the list of registered electors used for the purposes of voting proceedings; (c) any records required under this Part to be made during voting proceedings; (d) any solemn declarations taken and any signed written statements or declarations required under this Part in relation to voting proceedings	LGA: s.160(3)	
	August 7, 2023	End of Period to Apply for Judicial Recount	The time period during which an application may be made is limited to the time between the declaration of official election results under section 146 and 9 days after the close of general voting	LGA: s.148(3)	
	August 8, 2023	First Day Candidate Elected By Voting Can Make Oath of Office (if no application for Judicial Recount has been made)	A candidate declared elected under section 146 is not entitled to make the oath of office until the time period for making an application for a judicial recount has ended	LGA: s.147(1)	

	August 11, 2023	Deadline for Completion of Judicial Recount	A judicial recount must be conducted in accordance with this section and completed by the end of the 13th day after the close of general voting	LGA: s.149(1)	
	August 12, 2023	First Day Candidate Elected by Voting Can Make Oath of Office Following Conclusion of Judicial Recount	If an application for a judicial recount of an election is made, a candidate declared elected in the election is not entitled to make the oath of office until the recount has been completed and the candidate's election has been confirmed unless permitted by the court under subsection (3)	LGA: s.147(2)	*This date relates to the date of the completion of the judicial recount. The default date assumes the judicial recount was completed on the last possible day. If the judicial recount is completed earlier this date would need to change accordingly.
	August 12, 2023	First Day of Notification of Runoff Election	As soon as practicable after the judicial recount, the chief election officer must notify the candidates referred to in subsection (3) that an election is to be held and that they are candidates in the election unless they deliver a written withdrawal to the chief election officer within 3 days after being notified.	LGA s. 152(4)	
	September 1, 2023	End of Period for Public Inspection of Nomination Documents	Nomination documents delivered to the chief election officer (a) must be available for public inspection in the local government offices during its regular office hours from the time of delivery until 30 days after the declaration of the election results under section 146, and (b) if a bylaw under subsection (8) applies, must be made available to the public in accordance with the bylaw	LGA: s.89(7)	*This date relates to the date of the declaration of election results. The default date assumes results were declared on the last date possible. If the results are declared earlier this date would need to be changed accordingly.
	September 1, 2023	End of Public Inspection of Voting Day Materials	From the time of the declaration of the official election results under section 146 until 30 days after that date, the following election materials must be available for public inspection at the local government offices during regular office hours: (a) the voting books used for the election; (b) any copies of the list of registered electors used for the purposes of voting proceedings; (c) any records required under this Part to be made during voting proceedings; (d) any solemn declarations taken and any signed written statements or declarations required under this Part in relation to voting proceedings	LGA: s.160(3)	*This date relates to the date of the declaration of election results. The default date assumes results were declared on the last date possible. If the results are declared earlier this date would need to be changed accordingly.
	September 1, 2023	End of Period for Application to the Supreme Court to Invalidate Election	The time limit for making an application is 30 days after the declaration of official election results under section 146	LGA: s.153(3)	*This date relates to the date of the declaration of election results. The default date assumes results were declared on the last date possible. If the results are declared earlier this date would need to be changed accordingly.

	September 1, 2023	Last Day for Chief Election Officer to Submit Election Report	Within 30 days after the declaration of official election results under section 98 for an election by acclamation or under section 146 for an election by voting, the chief election officer must submit a report of the election results to the local government	LGA: s.158(1)	*This date relates to the date of the declaration of election results. The default date assumes results were declared on the last date possible. If the results are declared earlier this date would need to be changed accordingly.
	September 16, 2023	End of Period to Make Oath of Office (by Voting)	<p>A person elected or appointed to office on a council must make an oath or solemn affirmation of office within the following applicable time limit: (b) in the case of a person elected by voting, within 45 days after the declaration of the results of the election</p> <p>A person elected or appointed to office on a board must make an oath or solemn affirmation of office within the following applicable time limit: (b) in the case of an electoral area director elected by voting, within 45 days after the declaration of the results of the election</p>	CC: s. 120(1)(b) LGA: s.202(1)(b)	
	September 17, 2023	End of Period to Make Oath of Office (by Acclamation)	<p>A person elected or appointed to office on a council must make an oath or solemn affirmation of office within the following applicable time limit: (a) in the case of a person elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required</p> <p>A person elected or appointed to office on a board must make an oath or solemn affirmation of office within the following applicable time limit: (a) in the case of an electoral area director elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required</p>	CC: s. 120(1)(a) LGA: s.202(1)(a)	
	September 28, 2023	Start of Period to Destroy Election Material	The following materials must be destroyed as soon as practicable following 56 days after the declaration of the official election results under section 146: (a) the ballots used in the election; (b) any stubs for ballots used in the election; (c) any copies of the list of registered electors used for the purposes of voting proceedings; (d) the voting books used in the election; (e) any solemn declarations and any written statements or declarations in relation to voting proceedings, other than those used for the registration of electors	LGA: s.160(8)	

Saturday	September 30, 2023	End of Period for Runoff Election	The chief election officer must set a general voting day for the runoff election, which must be on a Saturday no later than 50 days after the completion of the judicial recount	LGA: s.152(5)	<b>Manually adjust to a Saturday</b>  *This date relates to the date of the completion of the judicial recount. The default date assumes the judicial recount was completed on the last date possible. If the judicial recount is completed earlier this date would need to be changed accordingly.
	October 27, 2023	End of Period to File Campaign Financing Disclosure Statement with Elections BC	A disclosure statement must be filed (a) within 90 days after general voting day for the election or assent voting to which it relates, or (b) if applicable, within the period established under section 90 [late filing extensions in extraordinary circumstances].	LECFA: s.47(1)	
	November 26, 2023	End of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC	If a disclosure statement is not filed within the applicable time period under subsection (1), it may be filed within 120 days after general voting day for the election or assent voting on payment to the BC chief electoral officer of a late filing penalty fee of \$500.	LECFA: s.47(2)	



## REQUEST FOR DECISION

RFD#:	<b>2023-MR-30</b>	Date:	<b>May 4, 2023</b>
Meeting#:	<b>CM-05-08-23</b>	Originator:	<b>G. Davies A.Sc.T.</b>
RFD TITLE:	<b>King Gething Recreation Vehicle Sani-Dump – Tender</b>		

### RECOMMENDATIONS:

*That Council accept the tender submitted by GT Xcavating Ltd. for the construction of the King Gething Recreation Vehicle Sani-Dump Station. and*

*That Council approve awarding the King Gething Recreation Vehicle Sani-Dump Station contract to GT Xcavating Ltd. and authorize the Mayor and CAO to sign the contract.*

### BACKGROUND:

The King Gething Recreation Vehicle Sani-Dump Station experienced a water service leak in 2022. Remedial work was undertaken to repair the water leak. In the process, it became obvious that the facility had undergone a number of repairs in the past which were failing. The facility required a major upgrade, with work approved in the 2023 Capital Budget in the amount of \$65,000 including engineering.

Urban Systems prepared a Master Municipal Construction Documents (MMCD) tender on the Districts' behalf as an Invitational Tender to the following Contractors:

Big League Utilities – Taylor  
GT Xcavating – Fort St. John  
Swamp Donkey Construction – Dawson Creek

The scope of work for the project will include the removal and disposal of all surface features with the installation of two “yard hydrants” (one for potable water, one for sewer washdown) and a sloped concrete pad surrounding the sewer outlet.

### DISCUSSION:

The District received only one bid for this project. Please see details on the submission in the table below:

<i>GT Xcavating LTD. Fort St. John, BC</i>
<b>\$44,800.00 Plus GST</b>

**ALTERNATIVES:**

1. Do not award the tender and retender earlier next year.

**FINANCIAL CONSIDERATIONS:**

As the GT Xcavating Ltd. tender submitted is reasonable and acceptable in the amount of \$44,800 plus GST and the construction portion of the budget is \$55,000 no additional funding is required to complete the project.

Prepared by:

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Gordon Davies A.Sc.T.  
Manager of Public Works

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>2023-MR-31</b>	<b>Date:</b>	<b>May 4, 2023</b>
<b>Meeting#:</b>	<b>CM 05-08-23</b>	<b>Originator:</b>	<b>Mokles Rahman</b>
<b>RFD TITLE:</b>	<b>Swimming Pool – Rehabilitation Update</b>		

### RECOMMENDATIONS:

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

### BACKGROUND:

The swimming Pool rehabilitation work is supposed to start in mid-August 2023 by Master Pool Alberta who is the original installer of the swimming pool.

During the last five (5) years the District was communicating with Master Pool Alberta for the Rehabilitation and involving them in the yearly maintenance of the Pool.

Based on the estimate submitted by Master Pool, the District submitted a grant application to NDIT and was successful.

### DISCUSSION:

During the last few months, the Chief Administrative Officer took several attempts to get hold of the pre-selected contractor, Master Pool Alberta, for the rehabilitation of the Pool in mid-August 2023. When all attempts failed, the CAO contacted their head office in Edmonton.

Yesterday, May 3, 2023, the CAO received the attached email (Attachment-1) from Master Pool with an excuse that they will not be able to perform the job this summer or next spring as they are busy and they have a shortage of skilled person power. As an alternative, they provided the contact information of another company based in Ontario, Sustainable Aquatic System. The CAO and the Public Works Manager are going to have a conference call on Friday, May 5, 2023, with Sustainable Aquatic System, to see the possibilities to undertake the project in August 2023.

### ATTACHMENTS:

1. Email from Master Pool dated May 3, 2023
2. Email from Master Pool dated May 16, 2022

Prepared and approved by:



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Mokles Rahman, CAO

## Mokles Rahman

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**From:** Neal Dary <neal@masterpoolsalta.com>  
**Sent:** May 3, 2023 9:54 AM  
**To:** Mokles Rahman  
**Subject:** Pool Liner Intervention

Good morning Mokles,

I do apologize for me not getting back to you sooner.

Unfortunately we are not in a position to take on any more work at this point. We are incredibly busy with our core business (Pool Mechanical Systems) and have suffered some employee turnover in our Myrtha and Membrane installation team. We don't have the skilled manpower to currently take on membrane work on the scale of your needs either this summer or next spring.

I was working to try and find an alternative for you, which is the reason for my delay in getting back you. There is a company called *Sustainable Aquatic Systems* based out of Ontario that we have worked with over the last 10+ years that would be capable of performing the work required at your facility. The owners name is *Andrew Tiffany*. I have spoken to him about your pool, provided some pictures and background information about its current state etc. He is interested in discussing further. I have already passed your contact information along to him as of this morning have included in contact information to you below. Andrew has been a Myrtha Pool installer since early 2000's and they specialize in membrane and Myrtha Pool Structures.

Again, apologies for not being able to attend to your pool intervention.

Andrew Tiffany – Owner/Director - Sustainable Aquatic Systems Inc.  
613-286-0226  
ajtiffany@sustainableaquaticsystems.com

Thank you,

**Neal Dary**  
**Operations Manager**

Master Pools Alta Ltd. | International Pool Constructors Inc.  
300 - 9807 34 Ave NW, Edmonton, AB T6E 5X9  
T 780.462.2441 ext 304 M 780.616.6770  
[masterpoolsalta.com](http://masterpoolsalta.com)



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## Mokles Rahman

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**From:** Neal Dary <neal@masterpoolsalta.com>  
**Sent:** May 16, 2022 3:45 PM  
**To:** Mokles Rahman  
**Subject:** Updated Budget for Pool Membrane Renovation - Myrtha Materials  
  
**Importance:** High

Mokles, below is a breakdown requested for a budget for the swimming pool liner replacement at the Hudson's Hope Swimming Pool using Myrtha Components and adding the additional scope of replacement of Gutter Grille and Coping. This should be enough information you require to apply for grant funding. If you need anything else, please advise. The concern is certainly going to be about cost increase as we are seeing what seems to be non-stop cost increases on materials and issues with procurement as well. Materials are becoming more costly and scarce, however at some point that should change.

### Scope

I have undertaken another budget review for the HH pool liner replacement including floor membrane replacement as well as installing membrane on the walls, with new PVC Gutter Grille and PVC Coping to give the pool a complete system of water tightness. At this time we don't feel confident the wall inlets could be replaced without excavation around the pool so there would need to be some further discussion based on the existing condition of the wall inlets. We would plan on replacing floor inlets as necessary and inspect the concrete floor slab. We would need to fully understand the existing condition before understanding costs and work associated with repairs. It may be necessary to have a structural engineer involved as well depending on the condition of the existing slab.

This would be using Myrtha Materials shipped from Italy.

Concrete remediation would be aesthetic only and any structural concerns with the slab would be out of scope. IE if a structural engineer was required to inspect cracking etc. Those costs and subsequent repair work would be over and above this budget.

All MPA labor and travel expenses are included. Warranty is based on 1 year installation warranty on workmanship and 10 year manufacturers warranty on components.

### Budget

I have prepared a budget estimate to do this work (using materials sourced in North America) of approx **\$395,000 plus GST** at this time. I have done a complete take off of all materials and labor/logistics required to complete the work. We have seen a tremendous increase on costs of raw materials over the last 12-18 months that see no end in sight currently towards additional cost increases on materials. We have no way of forecasting or understanding what the components would cost in 12 months so we have just approached this budget in todays market.

### Schedule

Based on our preliminary review we believe we would require a 6 week window in order to do a complete Demo, concrete inspection (and possible remediation), new underlayment on walls and floors, new membrane on walls and floors and new membrane in gutters.

Thanks,

**Neal Dary**  
**Operations Manager**

Master Pools Alta Ltd. | International Pool Constructors Inc.

300 - 9807 34 Ave NW, Edmonton, AB T6E 5X9

T 780.462.2441 ext 304 M 780.616.6770

[masterpoolsalta.com](http://masterpoolsalta.com)



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Date: April 20th, 2023

To: Mayor Heiberg & Council

Re: **Requesting Letter of Support for Funding a Regional Business Liaison Positions in the Northeast Region**

---

Community Futures Peace Liard is asking your organization for a letter of support for our application to Northern Development Trust for funding a full time and two half time Regional Business Liaison positions to service the communities in the Peace River Regional District and Northern Rockies Municipal Regional District. We need your letter of support to qualify for the funding.

***Backgrounder***

The Rural Business and Community Recovery Regional Business Liaison program provides a financial incentive to encourage Community Futures Development Corporations, local governments, Indigenous governments, or economic development entities, to hire locally based talent to provide business support services for the region.

The services provided by the Regional Business Liaison positions will support economic re-development for rural businesses and communities impacted by forest policy changes and other impacts to the forest sector by providing direct one-on-one advisory services.

This is a one-time offering funded by the Province of British Columbia and administered by Northern Development to provide advisory services to support smaller communities and businesses primarily in rural areas that lack capacity to deal with the impacts from forestry disruptions.

Northern Development has made funding available to support regional business liaison positions per Northern Development region (Northeast, Northwest, Prince3 George, and Cariboo-Chilcotin/Lillooet) a total of 16 positions throughout Northern BC for a one-year term.

***Community Futures Peace Liard***

Community Futures has an experienced team that has been working with businesses across the region for over 30 years through economic downturns, disaster recovery, and the pandemic. We successfully ran a Regional Business Liaison program for two years assisting businesses through the pandemic.

We are aware of the challenges that business and displaced workers face and we have the experience of our team and network to help best serve the business needs in rural BC.

We will collaborate with the Chambers of Commerce and EDO's, local leaders, and MLA's to support and insure that our businesses are aware of all the opportunities that are available to them through Northern Development Trust, the Province, the Federal Government as well as Community Futures Peace Liard.

Our website [www.communityfuturespeaceliard.com](http://www.communityfuturespeaceliard.com) as well as [www.takingcareofbusiness.biz](http://www.takingcareofbusiness.biz) provides information about our organization and services. I have also included our Five-Year Annual Report outlining our track record on business supports we deliver in the Northeast Region.

The Regional Business Liaison Program will allow us to provide assistance in following up on existing and new initiatives that will better serve our business communities. There is an urgency to get our letters of support in before the **deadline on April 28<sup>th</sup>**. Letters will be accepted after the deadline. Please direct your Letters of Support to me.

Contact information: C. (250)219-4285 or E. [skenny@communityfuturespeaceliard.com](mailto:skenny@communityfuturespeaceliard.com)

Yours truly,



Sue Kenny, General Manager  
Community Futures Peace Liard  
E. [skenny@communityfuturespeaceliard.com](mailto:skenny@communityfuturespeaceliard.com)  
C. 250 219 4285

*Community Futures Peace Liard acknowledges Treaty 8 territory  
the ancestral and traditional territory of the Cree, Dene, and  
Métis people.*

*We recognize the land as an act of reconciliation and gratitude  
to those whose territory we reside on and do business.*



# ELEVATE

Enhancing Communities.  
Growing Businesses.

ANNUAL REPORT  
2022/2023

Presented by:  
Sue Kenny, General Manager  
Community Futures Peace Liard

## ABOUT

### Who We Are

Community Futures Peace Liard is one of the 268 federally funded Community Futures Development Corporations (CFDC) and Community Business Development Corporations (CBDC) across Canada.

Community Futures Peace Liard (Community Futures) is a community-driven economic renewal initiative, assisting communities in rural Canada to develop and implement innovative strategies for dealing with a changing economic environment.

Your local Community Futures serves the Regional Districts of Peace Liard and Northern Rockies with the focus of improving the quality of life in our region by enhancing business and entrepreneurial activity.

We are a locally autonomous, not-for-profit organization driven by a board of directors and community volunteers, who provide guidance and expertise to the organization. Their keen understanding of the relationship between social and economic factors keeps communities in the driver's seat of local development.

CFPL is federally funded by Pacific Economic Development of Canada.

### Our Mission

*"Our Mission is to work with the existing business community to increase their capacity, to harness the untapped entrepreneurial potential in the Peace Liard Region, and to facilitate the development of a diversified and self-reliant economy for the benefit of all stakeholders in the region."*

## ABOUT

### Our Region

We are located in Northeast British Columbia, Canada.

We serve an area the size of England, Scotland, Wales, and Ireland combined! We have been helping entrepreneurs start successful businesses for over 30 years.

Your local Community Futures serves the Northeast with the focus of improving the quality of life in our region by enhancing business and entrepreneurial activity.

#### Community Futures Network of Canada

 [https://youtu.be/Ua\\_ol3kmunk](https://youtu.be/Ua_ol3kmunk)

We serve the following communities and areas:

- **Chetwynd**
- **Dawson Creek**
- **Fort Nelson**
- **Fort St. John**
- **Hudson Hope**
- **Pouce Coupe**
- **Taylor**
- **Tumbler Ridge**
- **And surrounding areas within the Peace River Regional District, Fort Nelson Regional District including First Nations Communities**





# MEET THE BOARD OF DIRECTORS AND STAFF



## Message from the Chair

The Community Futures Peace Liard (CFPL) Board of Directors and Staff are proud to present our 2022/2023 Annual Report.

This following report has been created to provide statistics and other information on the work and initiatives CFPL has accomplished in the Northeast region.

These initiatives would not happen without our dedicated team and the help of our many partners and funders who also believe in the future of our region.

Thank you,

**Naomi Larsen, Chair**

On behalf of the Community Futures Peace Liard Board of Directors

# MEET THE BOARD OF DIRECTORS AND STAFF

## Board of Directors

Governed by a volunteer Board of Directors representative of the Peace Liard Region.



**Naomi Larsen**  
Manager, Chetwynd & District  
Chamber of Commerce



**Lilia Hansen**  
Mayor,  
City of Fort St. John



**Mike Whalley**  
Executive Director,  
Resource Municipalities Coalition



**Lori Archibald**  
CEO,  
Lakeview Credit Union



**Jannah Kolman**  
Executive Director,  
Nawican Friendship Centre



**Dustin Bodnaryk**  
General Manager,  
Encana Events Centre



**Kate Hustak**  
Partner,  
Core Partners Accounting Firm

## Community Futures Peace Liard Staff



**Sue Kenny**  
General Manager,  
Community Futures Peace Liard



**Bonnie McLean**  
Business Analyst/Loans Officer,  
Community Futures Peace Liard



**Tracy Meszaros**  
Finance Officer,  
Community Futures Peace Liard



**Joanna Phinney**  
Executive Assistant,  
Community Futures Peace Liard

# BUSINESS LOAN PROGRAM

## Numbers & Stats

The Community Futures Peace Liard is recognized for providing personalized and very consistent support throughout the life of the loan.

Because of this involvement, their loss rate is low and business performance is excellent, as Statistics Canada’s studies have shown over the past eight years.



Community Futures manages an investment fund of

\$10,504,143

The investment fund is more defined as a development fund, and since we are not a financial institution, performance is not the only goal. The decision to lend is based in large part on qualities of the entrepreneur and their knowledge of the environment.



70% of loans are medium or high risk

CFDC clients are businesses with a majority of 20 or fewer employees.



The average Community Futures loan is

\$70,000

Although the loan limit is \$150,000, CFPL does have the ability to lend larger amounts. The average loan is about \$70,000.



40% of loans are made to finance start-ups

They can also be used to provide working capital or to consolidate debt.

# BUSINESS LOAN PROGRAM

## Performance of Assisted Businesses

The performance of businesses assisted by CFDCs and CBDCs is measured in terms of survival rate and sales volume.

Provincially the survival rate after the fifth year of businesses assisted by CFDCs and CBDCs is higher by 20 to 28 percentage points, whereas the growth rate of sales is faster with a difference in percentage point between 2.3 and 4% in their favour.



### Western Economic Diversification (WD) Performance for Five Years

Community Futures Peace Liard (CFPL) is required to meet the performance measurement targets and they are reported to WD Annually.

	WD Targets	2018/2019 Actual	2019/2020 Actual	2020/2021 Actual	2021/2022 Actual	2022/2023 Actual	WD Targets	CFPL Actual
Business Training Session Participants	100	215	311	100	231	300	500	1,156
Business Advisory Services	300	553	524	904	592	620	1500	3,193
Value of Loans	\$400,000	\$1,191,388	\$877,064	\$4,747,540	\$1,348,00	\$1,147,532	\$2,000,000	\$8,311,524
Number of Loans	8	22	20	218	218	202	40	680
Projects/Initiatives that Align with GOC/WD Priorities	2	9	2	69	40	14	10	108



## BUSINESS TOOLS & RESOURCES

### Connecting Businesses to Programs & Resources

Through the Community Futures website, entrepreneurs and business owners, will find a variety of links to tools and resources, government programs and local agencies that may benefit their start-up or expansion of their business.



#### Business Plan Templates

Community Futures provides templates for your business plan, as well as all of the required forms needed to apply for a loan through Community Futures Peace Liard.





## BUSINESS TOOLS & RESOURCES



### Why You Need a 'Taking Care of Business' Membership

Taking Care of Business is a membership platform providing professional support to businesses, not-for-profits and individuals exploring entrepreneurship throughout British Columbia. Your membership includes, valuable resources, training opportunities and one-on-one professional support through your local Community Futures office.

### Disaster Recovery Economic Adjustment Initiative

### DREAI provides the following business supports free of charge:

- ✓ 10 hours working with a consultant to grow your skills and your business.
- ✓ 6 months of advice and problem solving conversations with like minded business owners.
- ✓ Up to \$5000 reimbursement for training that you arrange to grow or pivot your business.
- ✓ Unlimited access to valuable, professional workshops to help you and your team build and grow skills to success.

## BUSINESS TOOLS & RESOURCES



### Export Navigator **Export Navigator Program**

#### How Export Navigator Works

The Export Navigator program offers free expert guidance to businesses on exporting. Whether your business already exports at volume or you run a smaller enterprise that hasn't yet crossed borders, once accepted into the program, you will be connected with a helpful advisor who will demystify the export process. Although the current climate has disrupted the flow of goods and services, your advisor will discuss the ways you can diversify your market and strengthen your business during this time.

#### Who the program is for

If your business is looking to grow and is located in one of our regions, we can help you on your export journey! Our regional advisors do not serve Greater Vancouver or Greater Victoria, but do serve the rest of BC. For businesses outside of our regional catchment area, there are other services available and you can contact Small Business BC to find out more.

We have helped all kinds of companies with their exporting journey. From an **engineering company in Eastern BC**, to a **skincare company on Vancouver Island**, our experience is diverse. Have a read of our **success stories** to find out what it's like to **join the program**.

Under-represented groups in business are important to us, and to deliver appropriate support, we offer specialized services for businesses owned by Indigenous Peoples, women, and youth, that are located anywhere in BC, apart from Greater Vancouver or Greater Victoria.

#### Contact:

Russ Beerling, Export Advisor Northeast  
CommunityFutures Peace Liard  
[russ@exportnavigator.ca](mailto:russ@exportnavigator.ca)

**Export Navigator is a partnership, with support provided by the Province of BC, the Government of Canada, Small Business BC, Community Futures organizations, and Women's Enterprise Centre.**

# COMMUNITY ECONOMIC DEVELOPMENT BUSINESS SPOTLIGHT



## Spotlight on CCW Ventures

Community Futures Peace Liard assisted in a loan to launch CCW Ventures Ltd. This company is a majority owned Indigenous telecommunications construction company with ties to local first nations groups such as the Saulneau First Nation Band in Moberly Lake B.C.

CCW Ventures specializes in civil projects, as well as aerial construction and various cable installation and removal. We can complete projects within commercial, industrial, and residential areas.

Civil projects can include, but are not limited to, the construction of manways, installation of conduit, cable, cable boxes and underground vaults. We can do callouts/tear downs. We assist in transporting high-loads to jobsites while working alongside hydro crews.

Additional services that CCW provide include a sales division for surveillance cameras and their install, along with a rental division for internet and cell tower service for your remote projects where communication is vital. Currently one of our towers is supplying B.C. Hydro with internet service at their Site C location. We have a number of heavy and light duty trucks with a wide range of equipment that is kept in exceptional condition through our high standard of routine inspections and diligent maintenance to make sure the job is done on time and to the highest of standards.

Between our field and office staff we have over 30 years of experience within the Telecommunications Industry. CCW Ventures has strong ties to the Peace Region, however we are willing and able to travel anywhere to complete projects as needed.



# COMMUNITY ECONOMIC DEVELOPMENT BUSINESS SPOTLIGHT



## Spotlight on Stoddart Water Creek Services

Community Futures Peace Liard and Lakeview Credit Union collaborated to assist in a loan that launched the success of Stoddart Water Creek Services and provided a new water source for commercial and residential use. Three jobs were created with this business.

Stoddart Creek Water Services Inc. is a start-up company founded by Thomas H Stahl and Tanza Elin Stahl. In 2017 the company moved towards constructing a water utility to produce potable water on the Stahl property. Producing a grade of water as demineralized water sold in bulk quantities at the bulk water dispensing station to rural businesses, commercial water haulers, and rural residents.

The water utility and bulk water dispensing station is strategically located north of Fort St John, BC at 14414 Stoddart Creek Road (mile 59 on Alaska highway) is central to numerous rural subdivisions and a closer alternative potable water source for large industrial camps located in northeastern BC.

Stoddart Creek Water Services Inc. specializes in water purification and bulk water dispensing, producing and dispensing a grade demineralized water, available to potable water users/haulers. Potable water haulers pre-purchase water volumes from Stoddart Creek Water Services then market to their end clients.

Stoddart Creek Water Services Inc. can sell potable water to any end user on a small or large volume basis. Thomas has been gathering research to re-use the non-potable water for

vegetable production with greenhouses, given the non-potable water is simply just high mineralized water.

This will bring jobs to the region, stimulate the economy, and promote environmental stewardship, water conservation and water efficiency due to re-use of back flush waters and bring greater sustainability to Stoddart Creek Water with income diversification from the vegetable production program. Thomas has gathered a wide range of research in this area and is actively speaking with greenhouse growers related to water qualities, green house operations, management, and maintenance in Northern climates.



# COMMUNITY ECONOMIC DEVELOPMENT BUSINESS SPOTLIGHT



## Spotlight on Indigo Designs

Indigo Designs is an award-winning marketing design studio located in Fort St. John, BC. With the help of the Self Employment Program, Indigo Designs officially opened in 2001 and has gone on to work successfully with clients provincially, nationally and internationally.

Indigo Designs' owner and designer Karen Thierson has been dubbed the 'Graphic Design Guru' by many clients because of her passion for her craft. "Having worked in administration for 13 years, I began to realize it was time for a change. It became clear to me that I belonged in a profession that was going to highlight my artistic strengths. I've aspired to be a designer since I was 16 years old. I opened Indigo Designs for purely selfish reasons - I needed a creative outlet! So, I followed my bliss!"

"I work largely with municipal and provincial governments. My style is very clean, so I do well in the corporate world. Not all corporate design is dry though, you can sprinkle a little creative flair into anything, really! I have also had the opportunity to work on some fun community events and projects here in Northeast, BC. This has allowed me to really spread my design wings and showcase my creativity. I have built my reputation on really listening to clients and what their needs are. I really have a feel for this region, because I live here too. I know some of the great things it has to offer and some of the challenges we face in the north. When I take on a new project, I'm all in and because of this, clients trust me and give me the freedom to explore new ideas. Reveal day is always my favourite day. Clients look forward to seeing what I come back with! It's a win-win situation - they need me, and I need them!"

Indigo Designs' specializes in corporate identity development, branding and website design. "I really enjoy working on large projects where I can build on an idea from concept to completion. This allows me to work with others who compliment my skills and has enabled me to recommend ideas to my clients that go beyond design. I've partnered with web and software developers, videographers, event planners, community builders and promotional companies. I have worked extensively with marketing and communications managers. Networking is key. If I work with someone who produces great work, I will recommend them to my clients and vice versa. Creating these professional relationships helps me grow my business. I volunteer my design skills to the community through sponsorship as well, which has really helped me expand my clientele."

Since opening in 2001, Indigo Designs has gone on to win 8 National and 2 Provincial Marketing and Design Awards.

INDIGO  
DESIGNS





# COMMUNITY ECONOMIC DEVELOPMENT BUSINESS SPOTLIGHT



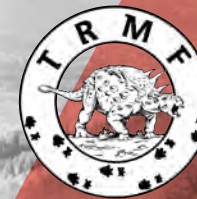
## Spotlight on Tumbler Ridge UNESCO Global Geopark (TRUGG) Master Plan

The town of Tumbler Ridge lost their major employers Quintette Coal and Bullmoose Mines resulting in the community faced with no jobs and no prospects. There was opportunity through tourism for promoting Dinosaurs, Geological Formations, Mountains and Waterfalls.

All these amazing features that United Nations qualified the potential to be a global geopark. At the time the one and only geopark in North America was Stonehammer in St John, New Brunswick.

Community Futures Peace Liard researched and wrote the Tumbler Ridge Geopark Master Plan that provided a marketing plan, business plan, operations plan and management plan based on the work that had been done by the Tumbler Ridge Aspiring Geopark Society, Tumbler Ridge Museum Society and the Wolverine Nordic Mountain Society.

The Tumbler Ridge UNESCO Global Geopark was designated as the 111th Geopark Park in the world in 2014.



UNESCO Global Geoparks are established through a bottom-up process involving all relevant local and regional stakeholders and authorities in the area of land owners, community groups, tourism providers, indigenous people, and local organizations. The other goal is to create economic development; business development and job creation, as well as increase visitor spending in the community.

Tumbler Ridge is recognized now throughout the world. There has been an increase in international visitors as well as visitors from the United States and Canada. This has helped with new business start-ups catering to tourism as well as assisting existing businesses. Both full time and seasonal jobs have been created due to the increase in demand to explore the back country of Tumbler Ridge. The geopark has given this small community new hope for the future.

# COMMUNITY ECONOMIC DEVELOPMENT PARTNERSHIPS & PROGRAMS



## Supporting & Promoting Community Economic Development in Northeast BC

Community Futures plays a very important role in supporting and promoting Community Economic Development in Northeast BC.

Listed here are the Projects and Programs Community Futures Peace Liard (CFPL) wrote proposals for and partnered with to support Economic Development and Business Opportunity in the Northeast Region.

### Partnered Projects

01

**Northeast Aboriginal Business Centre  
Regional Business Development**

Dividend Funds  
**\$385,000**

Partners Funds  
**\$265,886**

+

**Description:** This project focused on developing capacity within the Northeast BC region (municipalities as well as First Nation communities) by providing education for community members who wish to start new businesses, retain and sustain existing businesses as well as encourage expansion of those existing businesses.

**The workshops included:**

A comprehensive 3 week entrepreneurial training throughout the region facilitated by the Northeast Aboriginal Business Centre (NEABC) Master Trainers;

Personal Development workshops;

Lunch and Learn workshop sessions on a weekly basis in different communities (curriculum and sessions were based on the training manual used by the NEABC in the comprehensive training with the addition of key guest speakers who are experts in that particular topic;

Annual networking events in Dawson Creek and Fort St John;

Business incubation where businesses were housed and fostered to test run their business and strive for long term sustainability.

# COMMUNITY ECONOMIC DEVELOPMENT PARTNERSHIPS & PROGRAMS



## Partnered Projects

### 02 Shop Local Initiative

**Lead:** Shop Local Campaigns 2020

**Description:** Community Futures Peace Liard provided dollars to the Chambers of Commerce in the Northeast Region to support Shop Local Campaign Initiatives in their communities.

PARTNERS

Dawson Creek & District Chamber of Commerce

+

CHETWYND CHAMBER OF COMMERCE

+

Fort Nelson & District Chamber of Commerce  
It's our business!

+

Tumbler Ridge Chamber of Commerce

+

Community Futures Peace Liard



# COMMUNITY ECONOMIC DEVELOPMENT PARTNERSHIPS & PROGRAMS

## Partnered Projects

03

TakeOutNortheastBC.com

**Lead:** TakeOUTNortheastBC.com

**Description:** Find what you want and order it directly from a local restaurant in Northeast B.C. Support the restaurants in Northeast B.C. and order directly from them.

PARTNERS



# COMMUNITY ECONOMIC DEVELOPMENT PARTNERSHIPS & PROGRAMS

## Partnered Projects

### 04 Moose FM

**Lead:** Moose FM

**Description:** Community Futures Peace Liard partnered with Moose FM and produced videos for businesses to use to promote their businesses on Facebook and other social media. Moose FM also did live broadcasting from local business locations to encourage shoppers. Videos were also produced in Tumbler Ridge, Dawson Creek and Chetwynd from hiring local videographers

PARTNERS



## Rip's Cleats



<https://youtu.be/dOFD0pLQVUI>








## Happy On Main



<https://www.youtube.com/watch?v=440pknGz5Q8>

# COMMUNITY ECONOMIC DEVELOPMENT PARTNERSHIPS & PROGRAMS

## Partnered Projects

PARTNERS			
<div>05</div> <div></div>	<div><b>Northeast Cohort Paramedic Training Program</b></div> <div>  </div>		
	<div>2022/2023 Community Workforce Response Grant Program</div> <div>\$356,164</div> <div></div>	<div>2022/2023 Paramedics Fully Licensed</div> <div>14</div>	
	<div><b>Description:</b> Completed March 1, 2023 One Year Program: The Community Futures Peace Liard received \$356,164.00 funding for delivery of the “2022/2023 Northeast Cohort Paramedic Training Program through the Community Workforce Response Grant program. This funding was provided by the Government of Canada through the Canada-BC Workforce Development Agreement and the Province of British Columbia.</div>		
<div></div>	<div>2023/2024 Community Workforce Response Grant Program</div> <div>\$281,649</div> <div></div>	<div>Students Signed Up for 2023/2024 Program</div> <div>11</div>	
	<div><b>Description:</b> Started March 4, 2023: The Community Futures Peace Liard received \$281,649.39 funding for delivery of the “2023/2024 Northeast Cohort Paramedic Training Program through the Community Workforce Response Grant program. This funding was provided by the Government of Canada through the Canada-BC Workforce Development Agreement and the Province of British Columbia.</div>		



# COMMUNITY ECONOMIC DEVELOPMENT PARTNERSHIPS & PROGRAMS

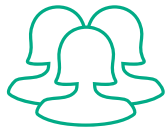


## Partnered Projects

### PARTNERS

06

**Spark Women's  
Leadership Conference**



**Lead:** Spark Women's Leadership Conference Society

**Description:** The Spark Women's Leadership Conference has been designed specifically to meet the professional development and educational needs of women in their careers and business. This annual conference that has been held in Fort St John for the past seven years and has an attendance of 250 to 300 people. This conference hosts very professional speakers and due to its popularity has sold out for the last two years. This recognized event is supported by industry, local government, and businesses. CFPL has been a partner of this event for the past five years with a contribution of \$10,000.00 a year.

# COMMUNITY ECONOMIC DEVELOPMENT PARTNERSHIPS & PROGRAMS

## Partnered Projects

### PARTNERS

07

### South PeaceB2B Expo



PEACE RIVER  
REGIONAL DISTRICT



**Lead:** Community Futures Peace Liard

**Description:** The Business Expo has been developed to reconnect our South Peace business operators with one another, (Dawson Creek, Chetwynd, Tumbler Ridge, Pouce Coupe and surrounding area); to examine the potential of new opportunities that may be available by networking locally and to provide the opportunity for business operators to share their current business offering's with others.



SOUTH PEACE  
**B2B**expo



# COMMUNITY ECONOMIC DEVELOPMENT PARTNERSHIPS & PROGRAMS

## Programs

01

### Dawson Creek Business Facade Improvement Program

PARTNERS

 +  +  + 

**Description:** The Dawson Creek Business Facade Improvement Program is a partnership with Northern Development Initiative Trust, Community Futures Peace Liard, Dawson Creek Chamber of Commerce and the City of Dawson Creek. Community Futures Peace Liard will provide a loan to assist businesses with their 50% of the project amount.

The program breaks down as follows:



50%

reimbursement grant up to a maximum of

\$2,500

per building project to improve the facades of downtown buildings.



50%

reimbursement grant up to a maximum of

\$5,000

per building if the building is located on a corner facing two streets

# COMMUNITY ECONOMIC DEVELOPMENT PARTNERSHIPS & PROGRAMS

## Programs

# 02

### Northeast Regional Community Foundation - Northern Development Initiative Trust Grant

PARTNERS



*Growing a  
Lasting Legacy*

+



+



**Description:** The Community Foundation Matching Grants program provides all municipalities or regional district electoral areas with funding to assist with the establishment of a dedicated endowment within a registered community foundation.

Up  
to **\$50,000**

**of every dollar raised with the community foundation is matched by Northern Development which would yield a potential endowment account value of \$100,000.**

A community foundation endowment fund will provide grants to non-profit societies for community and social enhancement within the community area, in perpetuity. Local decision making with the community foundation framework helps to meet local social and cultural needs and create both positive economic and social outcomes.

In 2008, Community Futures Peace Liard formed the Northeast Regional Community Foundation, an umbrella that the communities eligible for the matching fund can form an endowment fund for their perspective communities. Community Futures continues to support the Northeast Regional Community Foundation and board of directors with in-kind and financial support.



# Thank you!



**ELEVATE**  
COMMUNITY FUTURES PEACE LIARD  
ANNUAL REPORT 2022/2023

**Contact Information:**

Community Futures Peace Liard

**Sue Kenny**, General Manager

[skenny@communityfuturespeaceliard.com](mailto:skenny@communityfuturespeaceliard.com)

**250-219-4285**

[communityfuturespeaceliard.com](http://communityfuturespeaceliard.com)



**From:** Fiona Benson <[fbenson@dawsoncreek.ca](mailto:fbenson@dawsoncreek.ca)>  
**Date:** April 25, 2023 at 12:52:11 PM MST  
**To:** Fiona Benson <[fbenson@dawsoncreek.ca](mailto:fbenson@dawsoncreek.ca)>  
**Subject:** Repeat Offenders Letter

Good morning,

At their April 11, 2023 Regular Meeting, City of Dawson Creek Council discussed recent provincial and federal government initiatives – such as bail reform – aimed at interrupting a catch-and-release cycle surrounding repeat violent offenders in B.C.

Mayor and Council agree with stricter measures against violent crime, but wish to ensure that the issue of property crime isn't set aside during ongoing public safety reforms. City of Dawson Creek Council recently sent out a letter to MLA Mike Bernier, MP Bob Zimmer, Attorney General Niki Sharma, Minister of Public Safety and Solicitor General Mike Farnworth, Minister of Justice and Attorney General David Lametti, and Minister of Public Safety Marco E. L. Mendicino asking for continued focus on substantial property crime issues that have been plaguing Peace Country residents.

We ask you to consider joining us in this petition. Attached is a draft of the letter sent by the City of Dawson Creek.

We appreciate your consideration and hope that we may stand together to ensure the safety and well-being of our communities and the people who live in them.

Thank you,

Fiona Benson  
Executive Assistant  
City of Dawson Creek  
Ph.(250)784-3636 Fax (250)782-3203  
[www.dawsoncreek.ca](http://www.dawsoncreek.ca)  
Like us on [Facebook](#)

*The information transmitted herein is confidential and may contain privileged or personal information. It is intended solely for the person or entity to which it is addressed. Any review, re-transmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.*

April 25, 2023

Dear \_\_\_\_\_:

**Re: Repeat Offenders**

The City of Dawson Creek would like to add its voice to the many municipalities calling for public safety reforms. As highlighted by the Province of BC in their 'Repeat Violent Offending Intervention Initiative' and in ongoing conversations regarding bail reform, repeat offenders are a known challenge to the justice system in our country. We are pleased to see that the 'catch and release' cycle has been acknowledged in such work, and wish to join the petition to the Government of BC and Government of Canada to ensure that work on the issue of property crime continues. Repeat offenders have been associated with an overwhelming percentage of property crimes in our City, and these offenses have put our residents on edge. As people grow increasingly concerned for their homes, property, and public safety, we fear the resulting harms to our community, perhaps even more than the actions of known violent offenders.

The City of Dawson Creek recognizes that comprehensive efforts in addressing casual factors such as the 'Safer Communities Action Plan' are underway, and hopes that with continued focused attention combined with joint efforts from the RCMP, community organizations and all levels of government, further reforms will help to alleviate the growing concerns regarding crime in our communities, province and country.

Sincerely,

Darcy Dober  
Mayor  
City of Dawson Creek  
250-784-3656  
[mayordober@dawsoncreek.ca](mailto:mayordober@dawsoncreek.ca)



## BRITISH COLUMBIA

April 25<sup>th</sup>, 2023

Reference: 638875

### **British Columbia Municipalities and First Nations:**

I am writing to you today to discuss emergency preparedness and the resources that may assist your governments and residents in getting ready for potential emergencies. As we have observed over recent years, emergencies can be unpredictable, and it is never too early to be informed and prepared for the unexpected. We know that extreme weather events that impact British Columbians will increase in both frequency and intensity due to climate change, and the work of our new ministry to prepare for the impact of the climate crises has already begun.

I would first like to share a reminder that on February 21<sup>st</sup>, 2023, Premier David Eby and I jointly announced the launch of ClimateReadyBC, a new initiative led by the Ministry of Emergency Management and Climate Readiness (EMCR). This is an online hub designed to assist local authorities with climate readiness strategies and support; this includes guidance, mapping tools, information on funding programs, and more. ClimateReadyBC can be found at <https://climatereadybc.gov.bc.ca/>, and you can email any questions or concerns to [ClimateReadyBC@gov.bc.ca](mailto:ClimateReadyBC@gov.bc.ca).

The impacts of extreme temperatures in summer and winter can be severe, and it is important that they be given due consideration as emergencies that should be planned for and mitigated. While the establishment of cooling and warming centres are locally led, EMCR is able to provide support by reimbursing eligible costs and by amplifying information on centre availability and location to maximize public awareness. First Nations and local governments are encouraged to establish extreme weather emergency plans, and the ministry would be happy to provide guidance on available resources and eligible re-imbursements.

With the coming summer season, I wanted to remind you that the BC Heat Alert and Response System describes recommended actions for Indigenous communities and local authorities during extreme heat events. Additionally, the BC Centre for Disease Control has developed a guide for Municipal Heat Response Planning in British Columbia. You can find more information about supports during extreme heat events in the following links:

- [Extreme Heat Emergency Task Number Eligibility](#)
- [Extreme Heat Eligibility Assessment Supplement](#)

As a reminder, the [Community Emergency Preparedness Fund \(CEPF\)](#) is a suite of funding streams intended to enhance the resiliency of First Nations, local governments, and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM). In February 2023, the Province committed a further \$180 million to CEPF, bringing the total investment to \$369 million.

Current open intakes for CEPF include:

- [Public Notification and Evacuation Route Planning](#): The intent of this funding stream is to support eligible applicants to develop Evacuation Route Plans and/or Public Notification Plans that provide information for local governments, First Nations, and community members in the event of an emergency. **This funding intake closes for applications on April 28<sup>th</sup>, 2023.**
- [Extreme Temperature Risk Mapping, Assessment, and Planning](#): The intent of this funding stream is to support eligible applicants to ensure they have accurate knowledge of the risks associated with extreme temperatures, and how these risks will change over time, and to develop effective response plans and strategies to prepare, mitigate, and adapt to those risks. This funding intake closes for applications on June 2, 2023.

British Columbia's emergency preparedness education program, known as PreparedBC, offers a variety of resources that you can access to help your residents and communities prepare for emergencies, which includes the Extreme Heat Preparedness Guide, as well as a variety of personal preparedness and hazard-specific guides. Visit [www.PreparedBC.ca](http://www.PreparedBC.ca) to access these resources, and find further information on preparedness programs, such as High Ground Hike and Master of Disaster, and ready-to-go social media toolkits.

Emergency Info BC is the provincial source for current emergency information. Active 24/7/365 both on Twitter [@EmergencyInfoBC](https://twitter.com/EmergencyInfoBC) and on the web at [EmergencyInfoBC.ca](http://EmergencyInfoBC.ca), it is the central resource for up-to-date information on all provincial-scale emergencies impacting the people of BC. Please consider encouraging residents in your community to follow Emergency Info BC in addition to your own information channels for the latest verified emergency updates.

Keeping British Columbians safe from emergencies and confident in our response readiness is a shared responsibility, and I thank you for your important work and collaboration on this. Please do not hesitate to reach out to me or my team if you have any questions.

Sincerely,



Bowinn Ma  
Minister of Emergency Management  
and Climate Readiness



**Office of the Mayor  
District of Hudson's Hope, British Columbia**

**Public Works Week May 21 - 27, 2023**

**WHEREAS** public works infrastructure, facilities and services are vital to the health, safety and well being of the residents of Hudson's Hope; and

**WHEREAS** such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and

**WHEREAS** the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and

**WHEREAS** it is in the public interest of citizen and civic leaders to gain knowledge of the public works needs and programs of their respective communities; and

**WHEREAS** Public Works Week also recognizes the contributions of public works professionals.

NOW THEREFORE I, DAVE HEIBERG, MAYOR OF THE DISTRICT OF HUDSON'S HOPE DO HEREBY PROCLAIM THE WEEK OF MAY 21-27, 2023, AS:

**"PUBLIC WORKS WEEK"**

In the District of Hudson's Hope

Dave Heiberg  
Mayor

Dated this 8th day of May, 2023



PEACE RIVER REGIONAL DISTRICT

April 26, 2023

Mokles Rahman, CAO  
District of Hudson's Hope  
Via Email: [cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)

Re: Invitation to Collaborate on Accessible British Columbia Act Initiatives

Dear Mr. Rahman,

As you may already be aware, local governments will be required to meet the requirements of the Accessible British Columbia Act by September 1, 2023; specifically the following:

1. Establish an accessibility committee (with specific membership requirements);
2. Develop an accessibility plan to identify, remove and prevent barriers to individuals in or interacting with the local government; and,
3. Establish a process for receiving comments from the public concerning accessibility and the accessibility plan.

The Regional Board, at its April 20, 2023 meeting, resolved to invite our member municipalities and the Northern Rockies Regional Municipality to take a collaborative approach to address the above provincial requirements. The PRRD has been in discussions with Urban Matters to potentially lead this project on behalf of the Regional District and any partnering municipalities, with the work to be completed by September 1<sup>st</sup>, 2023. I have enclosed a copy of the proposal provided by Urban Matters for reference. The estimated cost of the project is \$77,700; each participating local government would be responsible for paying a share of the project cost based on population in the 2021 census.

If your organization is interested in participating in this collaborative effort, please respond via email to the addresses below by no later than May 26, 2023.

Sincerely,

*Shawn Dahlen*

Shawn Dahlen,  
Chief Administrative Officer

REPLY TO: [Shawn.Dahlen@prrd.bc.ca](mailto:Shawn.Dahlen@prrd.bc.ca), [Sean.Cairns@prrd.bc.ca](mailto:Sean.Cairns@prrd.bc.ca), and [Darcy.Guay@prrd.bc.ca](mailto:Darcy.Guay@prrd.bc.ca)

diverse. vast. abundant.

Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8  
(250) 784-3200 (800) 670-7773 Fax: (250) 784-3201  
[prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)

9505 100 St, Fort St. John, BC V1J 4N4  
(250) 785-8084 Fax: (250) 785-1125  
[prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)

April 6, 2023

To: Shawn Dahlen  
Chief Administrative Officer  
Peace River Regional District

## RE: INCLUSIVE AND CARING COMMUNITY PROJECT

Urban Matters CCC Ltd. is excited to submit this proposal to create a collaborative Accessibility Strategy for North-Eastern BC. Our company was founded to work with communities and organizations to ensure everyone has the opportunity to participate in, and contribute to, society. As our social systems become more complex than ever, we are thrilled to work alongside the Peace River Regional District (PRRD) and the Northern Rockies Regional Municipality (NRRM), as well as member communities, advance accessibility in Northeastern BC. We see this project as an opportunity to further these local governments work towards creating inclusive communities and improving lives. This project is focused on meeting the requirements of the Accessible BC Act for proscribed organizations. The result of the proposed workplan below is to ensure that participating communities are compliant by the required date (September 1, 2023). This work will also build the foundation for further action on accessibility by creating a shared vision, establishing an active Accessibility Committee, determining shared and unique goals of participating communities, and collaboratively identifying next steps for implementation. We propose to undertake this work between now and mid-September 2023, co-creating an actionable strategy for moving forward as a final stage of the work.

## WHO WE ARE

The Urban Matters team is made up of interdisciplinary consultants who specialize in affordable housing, health and social planning, community development, Indigenous well-being, and social innovation. We bring expertise in engagement and facilitation techniques, systems-thinking, asset and change management, effective governance, conflict resolution, values-based decision making, and human-centered design. As a sister company to Urban Systems Ltd., our team can also draw on a wide range of expertise outside of our primary practice areas, including land economics, landscape architecture, geographic information systems, and engineering services. As a result, the range of services and expertise that we can offer is unparalleled within western Canada.

Through our work, we strive to convene new collaborations across disciplines and perspectives to better understand and define challenges and uncover opportunities for solutions. We bring the right players to the table at the right times to break down pre-conceived notions and biases to see the opportunity associated with each challenge. We are conveners, facilitators, listeners, and change management leaders, who understand the inherent value of process-driven outcomes.

## OUR APPROACH TO ACCESSIBILITY

In alignment with the Accessible BC Act, we approach accessibility as the removal of barriers to full participation in society for all people with a disability. The Accessible BC Act defines disability as an inability to participate fully and equally in society as a result of the interaction with an impairment and a barrier. This understanding of disability comes from the social constructionist approach to disability which refers to the idea that people experience disability because of social and cultural contexts that present barriers. For example, a person who uses a wheelchair is only prevented from full participation if the built environment prevents them from access. A person who has dyslexia may be seen as unintelligent, even though dyslexia is not an indicator of intellectual ability and simply requires access to non-text based teachings and testing strategies.

Our approach for this project is to work to build the structure and capacity of partner governments to co-create and co-actualize an Accessibility Strategy that recognizes the shared and unique accessibility barriers communities in Northeast BC face. We are committed to demonstrating accessibility throughout this process by using accessible document design, accessible meeting planning and formats, and ensuring all participants are respectfully accommodated and empowered to participate. We will look beyond physical access and seek to identify barriers and solutions to the many barriers people with disabilities face.

## DEFINITIONS OF TYPES OF BARRIERS

Barriers for people with impairments (physical, sensory, mental, intellectual or cognitive) can be created by attitudes, environments, practices, policies, information, communications or technologies. Accessibility is the removal of barriers in all of these areas. Creating a collaborative accessibility strategy will be best completed by considering barriers in each of these areas. We will work with participating communities to identify ways to address barriers in all categories.

- **Attitudinal**– when people think or act based on false ideas.
- **Physical** – physical obstacles that make access difficult.
- **Information or communication** – when communication methods do not reach people with disabilities
- **Systemic** – When an organizations policies or procedures are not inclusive.
- **Technology** – When technology cannot be accessed by people with disabilities.
- **Sensory** – When lights, sounds or smells prevent participation in an environment.

## THE IMPORTANCE OF COLABORATION

Collaborative approaches to accessibility amongst organizations in Northeastern BC is a promising opportunity to not only increase connectedness amongst communities, but also to improve outcomes for people with disabilities across the region. The geography of the area makes a collaborative approach critical for meeting the aims of improving accessibility for all residents. The mix of rural and urban, high and low population density areas in the region means that services (such as medical, post-secondary education, some types of employment, public service offices, etc.) are concentrated in regional hubs. One communities' actions affect all the surrounding communities outcomes. Advances in technology are creating greater and greater opportunities for services to be delivered remotely, but this is not a solution for all scenarios and technology itself requires careful investment and consideration of its accessibility. Taking a regional approach can support all residents to fully participate and access opportunities and services within their own community and across the region. This regional collaboration is an opportunity for an equitable approach to accessibility in a region that is diverse, geographically vast, lots of distance between communities, and where access to services for most residents of the area is outside of their community, making accessible servicing critical.

We are very excited about this project's potential to improve the lives of people living in Northeastern BC through improved accessibility. The collaborative approach being proposed is unique and we feel demonstrates a practical and relationship-based method for improving accessibility. We would be honored to participate and support this process alongside your communities.

Sincerely,



Isha Matous-Gibbs

Social Health and Wellness Planner

Urban Matters CCC Ltd.



## ABOUT US

Urban Matters CCC is one of Canada's first Community Contribution Companies (CCC), incorporated as a wholly owned subsidiary of our parent company, Urban Systems, in 2014 and created to ensure everyone has the opportunity to participate in and uniquely contribute to society. Urban Systems is an employee-owned inter-disciplinary consulting firm that employs almost 450 people. Since its conception in 1975, Urban Systems has earned a solid reputation for client service and project delivery. It is committed to working in the best interests of our clients to achieve their goals while strategically looking for opportunities to add value through innovation, integration and efficiency.

The Urban Matters team is made up of interdisciplinary consultants who specialize in affordable housing, health and social planning, community development, Indigenous well-being, and social innovation. We bring expertise in engagement and facilitation techniques, systems-thinking, asset and change management, effective governance, conflict resolution, values-based decision making, and human-centered design. Our team also draws on expertise from Urban Systems professionals who provide complementary skills such as community planning, land economics, landscape architecture, geographic information systems, and engineering.

We convene new collaborations across disciplines and perspectives to better understand and define challenges and uncover opportunities. We bring the right players to the table at the right times to break down pre-conceived notions and biases to see the opportunity associated with each challenge. We are conveners, facilitators, listeners, and change management leaders, who understand the inherent value of process-driven outcomes.



### CONVENE

We get into the fabric of a community and the challenges faced. We convene a diverse mix of people – people both experiencing the challenges and those placed to do something about them. Our aim is to integrate those voices to define the problems and explore solutions together.



### CONSULT

We source the data, crunch the numbers, make sense of and connect things in sometimes surprising ways. Our work is inclusive and aims to incorporate views, opinions, and suggestions from a range of sources across community, corporate and levels of government.



### CREATE

We incubate new ventures and relationships. Where an existing delivery partnership does not exist, we build it. We take concepts to reality and bring partners and funding along the way. In the process of our engagements, we build capacity across the community to understand the issue and participate in delivery of solutions.

## OUR TEAM

Our team has the capacity and experience to complete this work. Our team has been working together for several years on a diverse range of projects and we have a strong team dynamic that allows us to respond to projects effectively. We have identified a core project team to meet the objectives of this project.



### **ISHA MATOUS-GIBBS | PROJECT LEAD AND ACCESSIBILITY ADVISOR**

Isha is a planner who brings her past work in homeless shelters and an undergraduate in Health and Community Services to her role as a Social Health and Well-Being Planner with Urban Matters. Her focus is on bringing a Social Determinants of Health lens to the work to ensure that our communities grow equitably, collaboratively and with consideration for well-being. Isha has skills in research, analysis, writing, engagement, facilitation, and deep critical analysis. Working in a range of contexts, Isha's career has focused on building resiliency with individuals, groups, and communities through collaborative, cross-sector and interdisciplinary group action, and meaningful, strengths-based dialogues and collaborative projects.

*Isha will serve as the project lead, bringing experience and knowledge about the Accessible BC Act, as well as experience driving collaborative and person with lived experience led strategies.*



### **JAKE PAPINEAU | SOCIAL PLANNING CONSULTANT (HE/HIM)**

Jake Papineau is an enthusiastic community consultant with 8 years of professional experience in a wide range of topics, such as community planning, land use development, engagement and consultation, recreation and culture, sustainability and resiliency, data collection analysis, and strategy development at multiple scales including for municipalities, businesses, and non-profits. As a problem solver interested in tackling unique challenges, he is excited about digging into more projects related to economic development, strategic planning and the future of work. He is also expanding his knowledge in economic impact assessment to support decision-makers in making investments in social infrastructures. Jake has a Master of Planning from Dalhousie University, an undergraduate in History and Human Geography from the University of Alberta and is a PhD candidate in Rural Studies at the University of Guelph. Jake has held national scholarships for his research, has published work in international academic journals, and has been recognized for his teaching efforts while a graduate student.

*Jake will directly complement Isha's engagement and convening work, as well as will contribute to strategy drafting and development.*



### **JASMINE PATRICK | COMMUNICATIONS**

Jasmine Patrick is a professional communicator and community consultant, driven to create safe and engaging spaces for communities to thrive and grow. With nearly 12 years of experience in the field, she specializes in communication and engagement strategy, visual and accessible communication materials, issues and crisis management, and media relations. Passionate about social equity and accessible community engagement at the local level, Jasmine brings human-centred design thinking and behavioural economics into her practice to achieve measurable results.

Jasmine has completed her IAP2 Foundations training and is currently Treasurer of the IAP2 BC & Yukon Chapter Board of Directors. In her previous employment, Jasmine worked as a communications strategist at the municipal and provincial levels, including at the City of Toronto, City of Kelowna, Kelowna International Airport, and various ministries at the Ontario Government. She earned an MBA at Rotman

School of Management at the University of Toronto, an honours degree in Communications from York University, and a Graduate Certificate in Public Relations from Humber College.

Jasmine will provide communications skills and expertise to the project.



### **PAULINE SYDENHAM | COMMUNICATIONS**

Pauline Sydenham (she/her) is a creative and collaborative communications professional with a passion for translating complex ideas into compelling stories with impact. With experience in journalism and corporate communications, her key areas of expertise include storytelling and editing, social media, and communications strategy. Pauline previously worked at the University of Calgary's medical school where she gained insight into the social factors that can greatly influence health outcomes as well as the role of communications in reducing stigma and inequities in health. She incorporates this knowledge and her lived experience in her work as Communications Specialist to develop thoughtful messaging and inclusive communications practices. Pauline holds a degree in Journalism and certifications in International Communications, Public Relations, and IAP2. She is grateful to work and raise her family in Calgary, Alberta on the traditional territories of the people of the Treaty 7 region, also home to Métis Nation of Alberta, Region 3.

Pauline will provide communications skills and expertise to the project.



### **KENNA WILLIAMS | PROJECT COORDINATION**

Kenna is a dedicated Project Coordinator with Urban Systems. She brings over 28 years of experience in Business Administration. Her background includes a focus on high executive level of support for company and project managers. Her primary mission is to maximize the effectiveness of project managers by handling a variety of administrative details so they are free to focus on the professional and technical aspects of their projects. She is responsible for coordinating the administrative details of projects with emphasis on contract administration, general project administration, and liaison with the accounting department, correspondence and document control, quality control, scheduling, meeting coordination and all internal administration aspects of projects.

Kenna will provide support with project coordination. Kenna will manage meeting invitations, responding to recruitment inquiries, and other management related to ensuring participants and partners have the information they need for participation.



### **EDWARD STANFORD | SENIOR ADVISOR**

Edward is a community consultant specializing in assisting small and medium-sized communities realize their dreams! An urban designer with expertise in taking innovation, safety, accessibility, and sustainability as reference points for community enhancement and then combining these with all levels of civil engineering infrastructure, Edward loves to see a superior end product for the client, the general public and the environment. Edward's design skills span both ends of the spectrum, with a firm grasp of all elements that constitute planning theory & design and the ability to apply this to the current and long-range goals of a community. Edward is a Principal with Urban Systems based in our Fort St. John office with more than twenty years' experience working to improve, enhance and develop communities in the magical Peace River region, Northwestern B.C., Yukon, and the Northwest Territories.

Edward will be a senior advisor to ensure this project reflects the unique context of the region and includes the right people for the success of this project.

## **GRAPHIC DESIGN**

Our design team has developed skills in creating accessible documents. Their role in this project will be to ensure that all documents provided follow accessibility best practices for communications, including review of website content.

Urban Matters	Partners
Schedule meetings, host using online meeting platforms, monitor registration, RSVPs for meetings, manage contact lists for partners and AC.	Ensure a delegate is available for project meetings. Participate in meetings, including reviewing background materials provided.
Create content for communications, recruitment, and presentations related to the project.	Share content and communications as needed through organization websites, social media, and contact lists.
Create a recruitment strategy for the accessibility committee.	Promote the recruitment locally and make recommendations for local persons who may be interested/ qualified for the committee.
Report back on outcomes of workshops and reflect input in the strategy.	Ensure that relevant information is shared in a timely manner. Review documents provided for comment within two weeks of receiving them. Support with writing or providing content for local area sections. *For cost reduction, co-authoring or providing draft content for other sections may support this work.
Create a communications strategy that shares relevant information with target audiences and includes information to be used with reports and website content for compliance with the Accessible BC Act.	Complete reports using information required and post relevant information to ensure compliance.

## BUDGET

Budget provided below includes travel, administrative costs, and disbursements. It does not include GST, participant honoraria payments or event hosting costs.

	Total (Rounded)	Percentage of Total Budget
<b>Phase 0. Project Management</b>		
Task 0.1 Project Kick Off with Client	\$700	
Task 0.2 Team Kick Off	\$1,200	
Task 0.3 Team Check ins	\$2,900	
Task 0.4 Project Management	\$3,500	
<b>Subtotal</b>	<b>\$8,300</b>	<b>11%</b>
<b>Phase 1. Understanding Context and Gathering Partners</b>		
Task 1.1 Understanding Accessibility Legislation	\$2,900	
Task 1.2 Gathering Partners	\$15,500	
Task 1.3 Understanding Local Context	\$5,500	

Task 1.4 Summary Report	\$5,300	
<b>Subtotal</b>	<b>\$29,200</b>	<b>39%</b>
<b>Phase 2. Recruitment Campaign</b>		
Task 2.1 Campaign Materials	\$2,800	
Task 2.2 Manage Recruitment - OPTIONAL	\$2,800	
Task 2.3 Kick Off Meeting	\$2,100	
Task 2.4 Workshops for Strategy Creation	\$13,100	
Task 2.5 Strategy Draft	\$9,600	
Task 2.6 Strategy Finalization	\$5,600	
<b>Subtotal</b>	<b>\$15,200</b>	<b>21%</b>
<b>Phase 3. Communications and Legislative Requirements Completion</b>		
Task 3.1 Communications Strategy	\$2,600	
Task 3.2 Communications Content Development	\$5,800	
Task 3.3 Ensuring Compliance	\$3,400	
<b>Subtotal</b>	<b>\$11,800</b>	<b>16%</b>
<b>Phase 4. Determining Next Steps</b>		
Task 4.1 Advisory Committee Meeting	\$2,300	
Task 4.2 Partner Wrap-up Meeting	\$2,300	
Task 4.3 Scoping Next Steps	\$4,900	
<b>Subtotal</b>	<b>\$9,500</b>	<b>13%</b>
<b>Total Hours</b>		
<b>Percentage of Total Hours</b>		
<b>Total, including all fees and expenses, EXCLUDING GST</b>	<b>\$74,000</b>	
<b>GST (5%)</b>	<b>\$3,700</b>	
<b>Total, including all fees, expenses, and GST</b>	<b>\$77,700</b>	

**From:** info@bigtopshow.com <info@bigtopshow.com>  
**Sent:** May 2, 2023 1:17 PM  
**To:** Office Admin 2 <office2@hudsonshope.ca>  
**Subject:** RE: Hudson's Hope Arena

Hello,

Attached please find an information sheet about our circus. We are interested in renting the arena for Friday, June 9. If you have any questions or need any additional information, please let us know.

Thank you,  
*Summer Bates*  
**Circus Wonderland**



## **Facts About the Circus**

- We provide 2-3 one-and-a-half-hour performances each day.
- Entertainment will include jugglers, clowns, magic, balancing acts, novelty acts, contortion, and more fun and exciting acts. There will be no motorcycles or pyrotechnics.
- We normally arrive approximately 8:00-8:30am for setup.
- We will have the facility cleaned up and as we found it by approximately 10:00pm.
- We provide a ONE-million-dollar liability insurance certificate naming the property owner(s) as additional insured.
- There will be NO animals in the show.
- We cover the floor area that we use for our performance.
- We are very versatile and can adjust our setup/performance to fit different venues.
- We handle the advertising, but have information we can send if the location has signs, social media, etc. that they would like to put the event on.
- We have our own in-house security and ushers.

Website: [www.circuswonderland.net](http://www.circuswonderland.net)

Email Address: [info@bigtopshow.com](mailto:info@bigtopshow.com)

Phone Numbers: 580-743-1841 / 580-743-0446



**From:** Jeanette McDougall <[jvmcd7@gmail.com](mailto:jvmcd7@gmail.com)>  
**Sent:** May 3, 2023 11:49 AM  
**To:** Mokles Rahman <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Cc:** Dave Heiberg <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)>; [swc@pris.ca](mailto:swc@pris.ca)  
**Subject:** HHHC&HS (Silver Willow) - Letter of Support - BC Hydro GO Fund

Good afternoon,

On behalf of the Hudson's Hope Health Care & Housing Society (Silver Willow), I am requesting a letter of support for the Society's application for the BC Hydro GO Fund grant. The Society is applying for up to \$10,000 to cover the costs of badly needed repairs of the concrete stairs to improve safety.

Thank you in advance for your consideration.

Regards,  
Jeanette McDougall,  
Secretary,  
Hudson's Hope Health Care & Housing Society

**From:** Jeanette McDougall <[jvmcd7@gmail.com](mailto:jvmcd7@gmail.com)>

**Sent:** May 3, 2023 11:41 AM

**To:** Mokles Rahman <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>

**Cc:** Dave Heiberg <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)>

**Subject:** River of the Peace Metis Society - Letter of Support - BC Hydro GO Fund

Good morning, Mokles,

On behalf of the River of the Peace Metis Society, I am requesting a letter of support for the Society's application for the BC Hydro GO Fund grant. The Society is applying for up to \$10,000 to develop and deliver a computer literacy program that will enhance the quality of life for Hudson's Hope seniors by helping them to maintain their independence and reduce social isolation. Please note that this program will be open to all seniors who reside within the community.

Thank you in advance for your consideration.

Regards,  
Jeanette McDougall

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council  
**FROM:** Mokles Rahman, CAO  
**DATE:** May 8, 2023  
**SUBJECT:** NOTICE OF CLOSED SESSION

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### RECOMMENDATION:

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

- **Community Charter Section 97 (1) (b):**
  - (b) *all minutes of Council meetings, other than a meeting or part of a meeting that is closed to the public*
    - *Closed Meeting Minutes – April 24, 2023*
  
- **Community Charter Section 90 (1) (g):**
  - (g) *litigation or potential litigation affecting the municipality*
    - *Summer Road – Blocked Access – verbal update*
    - *Water Treatment Plant – Future direction*

### 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"*

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Mokles Rahman, CAO