



**DISTRICT OF HUDSON'S HOPE
REVISED AGENDA-REGULAR COUNCIL MEETING**

Monday, October 7, 2024, 6:00 p.m.

Council Chambers

First Nations Acknowledgement

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

	Pages
1. CALL TO ORDER	
2. DELEGATIONS	
3. NOTICE OF NEW BUSINESS	
4. ADOPTION OF AGENDA BY CONSENSUS	
5. DECLARATION OF CONFLICT OF INTEREST	
6. ADOPTION OF MINUTES	
6.1 Draft August 8, 2024 Council Meeting Minutes	3
6.2 Draft August 14, 2024 Special Council Meeting Minutes	5
6.3 Draft September 10, 2024 Regular Council Meeting Minutes	7
7. BUSINESS ARISING FROM THE MINUTES	
8. PUBLIC HEARING	
9. STAFF REPORTS	
9.1 2025 BC Natural Resources Forum Registration - RCM-ADM-021	18
9.2 2024 Veteran's Dinner - RCM-REC-002	20
9.3 Love Hudson's Hope Policy	21
10. COMMITTEE MEETING REPORTS	
11. BYLAWS	
To Be added Monday after final results are declared.	
*11.1 Loan Authorization Bylaw No. 950, 2024 Assent Voting Results - RCM-ADM-024	27
12. CORRESPONDENCE	
12.1 Northern Trails Heritage Society Carol Booklet	38
13. REPORTS BY MAYOR & COUNCIL	
14. OLD BUSINESS	

15. NEW BUSINESS
16. PUBLIC INQUIRIES
17. IN-CAMERA SESSION
18. ADJOURNMENT



SPECIAL COUNCIL MEETING OPEN AGENDA MINUTES

THURSDAY, AUGUST 8, 2024, 6:00 PM
COUNCIL CHAMBERS

Council Present: Mayor Travous Quibell
Councillor Debbie Beattie
Councillor Greta Goodard
Councillor KK Charlesworth
Councillor James Cryderman
Councillor Tashana Winnicky
Councillor Tina Jeffrey

Staff Present: Crystal Brown, Chief Administrative Officer

1. CALL TO ORDER

Mayor Quibell called the meeting to order at 5:01 pm.

2. ADOPTION OF AGENDA BY CONSENSUS

3. DECLARATION OF CONFLICT OF INTEREST

4. STAFF REPORTS

4.1 NOTICE OF CLOSED SESSION – AUGUST 8, 2024

RESOLUTION NO. 414/2024

MOVED: Councillor Beattie

SECONDED: Councillor Winnicky

That Council receives the report titled "Notice of Closed Session – August 8, 2024" dated August 8, 2024; further that Council recess to a Closed Meeting for the purpose of discussing Agenda **Item ICSR1** – *Community Charter 90 (1) (k)*, negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of Council, could reasonably be expected to harm the interests of the municipality if they were held in Public.

CARRIED

Mayor Quibell recessed to closed meeting at 5:02 pm.

5. ADJOURNMENT

Mayor Quibell reconvened the open meeting and adjourned it to 6:29 pm.

Travous Quibell, Mayor

Chief Administrative Officer, Crystal Brown

DRAFT



SPECIAL COUNCIL MEETING OPEN AGENDA MINUTES

WEDNESDAY, AUGUST 14, 2024, 7:00 PM

COUNCIL CHAMBERS

Council Present: Mayor Travous Quibell
Councillor Debbie Beattie
Councillor Greta Goodard
Councillor KK Charlesworth
Councillor James Cryderman
Councillor Tashana Winnicky
Councillor Tina Jeffrey

Staff Present: Crystal Brown, Chief Administrative Officer

1. CALL TO ORDER

Mayor Quibell called the meeting to order at 7:01 pm.

2. ADOPTION OF AGENDA BY CONSENSUS

3. DECLARATION OF CONFLICT OF INTEREST

4. STAFF REPORTS

4.1 NOTICE OF CLOSED SESSION – AUGUST 14, 2024

RESOLUTION NO. 415/2024

MOVED: Councillor Beattie

SECONDED: Councillor Winnicky

That Council receives the report titled "Notice of Closed Session – August 14, 2024" dated August 14, 2024; further that Council recess to a Closed Meeting for the purpose of discussing **Agenda Item ICD1 and ICSR1 – Community Charter 90 (1) (k)**, negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of Council, could reasonably be expected to harm the interests of the municipality if they were held in Public.

CARRIED

Mayor Quibell recessed to closed meeting at 7:01 pm.

Councillor Greta Goddard joined the meeting at 7:15 pm.

5. ADJOURNMENT

Mayor Quibell reconvened the open meeting and adjourned it to 8:38 pm.

Travous Quibell, Mayor

Chief Administrative Officer, Crystal Brown



REGULAR COUNCIL MEETING MINUTES

SEPTEMBER 10, 2024, 6:00 P.M.
COUNCIL CHAMBERS

Council Present: Mayor Travous Quibell
Councillor Debbie Beattie
Councillor Greta Goddard
Councillor James Cryderman
Councillor KK Charlesworth
Councillor Tashana Winnicky
Councillor Tina Jeffrey

Staff Present: Crystal Brown, Chief Administrative Officer
Andrea Martin, Corporate Officer, Andrea Martin
Fred Burrows, Director of Protective Services

1. CALL TO ORDER

Mayor Quibell called the meeting to order at 6:00 pm.

2. DELEGATIONS

2.1 George Chatten - Deer Fence Height

Mr. Chatten presented to Council his desire to build a fence higher to keep deer out of his yard and garden. The District of Hudson's Hope Zoning Bylaw No. 949, 2024, states that a fence must not exceed a height of 1.2 m in the front yard and not exceed a height of 1.8 m in the side or rear yard. Mr. Chatten expressed his concern that the front height restrictions will not keep the deer out.

Councillor Charlesworth left at 6:08 pm to participate in the delegation from the Bullhead Curling Club.

2.2 Bullhead Mountain Curling Club

Devin Burkitt and Corey Baxter provided an update to Council on the status of the Bullhead Mountain Curling Club (Club). For the 2023/2024 season, the Club had 23 fulltime curlers and eight spares. The Club was trending to break even at the end of the season, however, the season was cut short due to compressor issues in February 2024.

The Club expressed their interest in renewing their Lease Agreement with the District of Hudson's Hope and asked for an update on the compressor issues. Staff informed Council and the Club that the parts for the compressor had been sent out to be repaired and had not been returned yet; however, are anticipated to be returned soon.

The Club also requested that the District provide janitor service, general maintenance on the building, District staff to help put the ice in at the beginning of the season, and a reduction in the rent.

3. NOTICE OF NEW BUSINESS

3.1 RESOLUTION NO. 416/2024

MOVED: Councillor Beattie

SECONDED: Councillor Jeffrey

That Council authorizes that Agenda Item D1 - George Chatten - Deer Fence Height, and Agenda Item D2 - Bullhead Mountain Curling Club be added to New Business.

CARRIED

3.2 Saulteau First Nations - Healing the Land Conference Announcement

RESOLUTION NO. 417/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Charlesworth

That Council authorizes that attendance for the Saulteau First Nations - Healing the Land Conference, be added to New Business.

CARRIED

4. ADOPTION OF AGENDA BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

5.1 Agenda Item D2 - Bullhead Mountain Curling Club

Councillor Charlesworth declared a conflict of interest with Agenda Item D2 - Bullhead Mountain Curling Club as she is a board member with the Club.

5.2 Agenda Items 12.2, 12.3 and 12.5 Hope for Health and Jamieson Woods

Councillor Goddard declared a conflict of interest with Agenda Item 12.2 – Letter of Support – Hope for Health Society, Agenda Item 12.3 Letter of Support – Hope for Health Society BC Hydro Go Fund Grant and Agenda Item 12.5 – Hope for Health Jamieson Woods Request, as she is a board member on the society.

6. ADOPTION OF MINUTES

6.1 August 19, 2024, Council Meeting Minutes

RESOLUTION NO. 418/2024

MOVED: Councillor Charlesworth

SECONDED: Councillor Jeffrey

That the minutes of the August 19, 2024, Regular Council Meeting be adopted as presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

8. PUBLIC HEARING

The Mayor called the Public Hearing to order at 6:24 pm and read the Opening Statement regarding the proposed Zoning Amendment Bylaw No. 953, 2024. The intent of the proposed Zoning Amendment Bylaw No. 953, 2024, is to correct a procedural error made during the adoption of Bylaw No. 853, 2015. Zoning Bylaw Amendment No. 953, 2024 proposes to rezone the following two parcels identified as:

- Lot 1 Section 24 Township 81 Range 26 West of the Sixth Meridian Peace River District Plan EPP57145 (PID 029-729-581); and
- Lot 2 Section 24 Township 81 Range 26 West of the Sixth Meridian Peace River District Plan EPP57145 (PID 029-729-599)

from P2 Parks and Open Space to RU1 Rural Residential.

Council did not receive any verbal or written submissions.

Mayor Quibell adjourned the Public Hearing at 6:27 pm.

9. STAFF REPORTS

9.1 Municipal Insurance Association of BC - Voting Delegate - RCM-ADM-012

RESOLUTION NO. 419/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Beattie

That Council receives the report titled "Municipal Insurance Association of BC (MIABC) - Voting Delegate" dated September 10, 2024; further that Council appoints Mayor Travous Quibell as Voting Delegate for the Municipal Insurance Association of BC.

CARRIED

9.2 2024-2034 Canada Community - Building Fund Agreement Report - RCM-ADM-014

RESOLUTION NO. 420/2024

MOVED: Councillor Charlesworth

SECONDED: Councillor Beattie

That Council receives the report titled "2024-2034 Community Works Fund Agreement" dated September 10, 2024; further, that the Mayor and Corporate Officer be authorized to sign the agreement on behalf of the District of Hudson's Hope.

CARRIED

9.3 Green Municipal Fund - RCM-ADM-018

RESOLUTION NO. 421/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Jeffrey

That Council receives the report titled "Green Municipal Fund" dated September 10, 2024; further, that Council authorizes the submission of a grant application to the Green Municipal Fund - Sustainable Municipal Buildings, for a grant of up to \$200,000 for the Multi-Use Gathering Centre Feasibility Study; further, that Council commits to providing financial resources to fund services in excess of the grant amount and to cover expenses not eligible under the grant program.

CARRIED

10. COMMITTEE MEETING REPORTS

10.1 Multi-Use Gathering Centre Feasibility Study RFP Award - RCM-ADM-017

RESOLUTION NO. 422/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Beattie

That Council receives the report titled "Multi-Use Gathering Centre Feasibility Study RFP Award" dated September 10, 2024; further, that Council awards Request for Proposal No. 04-2024 "District of Hudson's Hope Multi-Use Gathering Centre Feasibility Study" to Urban Arts Architecture, at a cost of \$297,955.00, excluding taxes; further, that Council authorizes an amendment to the 2024 Financial Plan to transfer \$64,904 from the Community Hall Reserve to the capital budget; and further, that Council gives 2025 pre-budget approval of approximately \$83,051 to cover the shortfall.

CARRIED

11. BYLAWS

11.1 District of Hudson's Hope Zoning Amendment Bylaw No. 953, 2024 - RCM-ADM-013

RESOLUTION NO. 423/2024

MOVED: Councillor Goddard

SECONDED: Councillor Beattie

That Council receives the report titled "District of Hudson's Hope Zoning Amendment Bylaw No. 953, 2024" dated September 10, 2024; further that Council gives "District of Hudson's Hope Zoning Amendment Bylaw No. 953, 2024" third reading.

CARRIED

RESOLUTION NO. 424/2024

MOVED: Councillor Jeffrey

SECONDED: Councillor Winnicky

That Council adopts District of Hudson's Hope Zoning Amendment Bylaw No. 953, 2024.

CARRIED

12. CORRESPONDENCE

RESOLUTION NO. 425/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Beattie

That Council varies the Agenda to deal with Agenda Item 12.5 - Hope for Health Jamieson Woods Request immediately following Agenda Item 12.3 - Letter of Support – Hope for Health Society BC Hydro Go Fund Grant so that Councillor Goddard's Conflict's of Interest can be addressed sequentially.

CARRIED

12.1 Request for Letter of Support - Interprovincial Mutual Aid Agreement

RESOLUTION NO. 426/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Charlesworth

That Council receives the correspondence "Request for Letter of Support - Interprovincial Mutual Aid Agreement" dated June 5, 2024, for discussion.

CARRIED

RESOLUTION NO. 427/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Beattie

That Council receives the correspondence titled "Request for Letter of Support - Interprovincial Mutual Aid" dated September 10, 2024; further, that Council provides a letter of support to the Peace River Regional District for the development of an inter-provincial mutual aid agreement between the Peace River Regional District and the County of Grande Prairie to aid in cross-boundary, inter-jurisdictional responses for emergencies.

CARRIED

12.2 Letter of Support - Hope for Health Society

Councillor Goddard left the meeting at 6:49 pm.

RESOLUTION NO. 428/2024

MOVED: Councillor Beattie

SECONDED: Councillor Jeffrey

That Council receives the correspondence "Letter of Support - Hope for Health Society" dated August 30, 2024; further, that Council provides a Letter of Support to Hope for Health Society for the BC Go Fund Grant to purchase sports equipment for community use.

CARRIED

12.3 Letter of Support - Hope for Health Society BC Hydro Go Fund Grant

RESOLUTION NO. 429/2024

MOVED: Councillor Charlesworth

SECONDED: Councillor Jeffrey

That Council receives the correspondence "Letter of Support - Hope for Health Society BC Hydro Go Fund Grant " dated August 30, 2024, for discussion.

CARRIED

RESOLUTION NO. 430/2024

MOVED: Councillor Charlesworth

SECONDED: Councillor Jeffrey

That Council receives the correspondence "Letter of Support - Hope for Health Society" dated August 30, 2024; further, that Council provide a Letter of Support to Hope for Health Society for the BC Go Fund Grant to support the 3rd annual Community Wellness Conference.

CARRIED

12.5 Hope for Health Society - Jamieson Woods Request

RESOLUTION NO. 431/2024

MOVED: Councillor Jeffrey

SECONDED: Councillor Winnicky

That Council receives the correspondence "Hope for Health Society - Jamieson Woods Request" dated September 4, 2024; further, that Council supports the request in principle, and further, that Staff works with the Hope for Health Society to determine the location for structures, and determine the scope of work that is required for the trail maintenance, and communicate potential requirements or restrictions as per the District of Hudson's Hope License of Occupation.

CARRIED

Councillor Goddard returned to the meeting at 6:56 pm.

12.4 Hudson's Hope Municipal Advisory Committee – Water Treatment Plant

RESOLUTION NO. 432/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Jeffrey

That Council receives the correspondence " Hudson's Hope Municipal Advisory Committee – Water Treatment Plant" dated August 30, 2024, for information.

CARRIED

12.6 Notice of Site C Construction Activities: October to December 2024

RESOLUTION NO. 433/2024

MOVED: Councillor Beattie

SECONDED: Councillor Goddard

That Council receives the correspondence "Notice of Site C Construction Activities: October to December 2024" dated August 30, 2024, for information.

CARRIED

RESOLUTION NO. 434/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Goddard

That Council authorizes the reconsideration of Resolution No. 433/2024 regarding Agenda Item 12.6 - Notice of Site C Construction Activities: October to December 2024 dated August 30, 2024, in which Council had previously received the item for information.

CARRIED

RECONSIDERATION OF RESOLUTION NO.434/2024

RESOLUTION NO. 433/2024

MOVED: Councillor Beattie

SECONDED: Councillor Goddard

That Council receives the correspondence "Notice of Site C Construction Activities: October to December 2024" dated August 30, 2024, for information.

DEFEATED

RESOLUTION NO. 435/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Goddard

That Council receives the correspondence "Notice of Site C Construction Activities: October to December 2024" dated August 30, 2024, for discussion.

CARRIED

RESOLUTION NO. 436/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Beattie

That Council requests BC Hydro to provide a public update regarding the status of the DA Thomas Road and the DA Thomas Recreational Area and the expected completion date as to when they will be opened to the public.

CARRIED

13. REPORTS BY MAYOR & COUNCIL

14. OLD BUSINESS

15. NEW BUSINESS

15.1 George Chatten - Deer Fence Height

RESOLUTION NO. 437/2024

MOVED: Councillor Beattie

SECONDED: Councillor Jeffrey

That Council directs staff to provide information to Mr. Chatten about the District's Development Variance Permit (DVP) Application process; further, that restrictive fence heights be looked at during the Official Community Plan update.

CARRIED

15.2 Bullhead Mountain Curling Club

Councillor Charlesworth left the meeting at 7:09 pm.

RESOLUTION NO. 438/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Beattie

That Council receives the email from Bullhead Mountain Curling Club regarding the renewal of the Curling Rink Lease for the 2024-2025 season, dated August 27, 2024, for discussion.

CARRIED

RESOLUTION NO. 439/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Beattie

That Council enters into a one year lease agreement with the Bullhead Mountain Curling Club for the use of the District of Hudson's Hope Curling Rink, at a cost of \$10,000 excluding taxes, prorated to reflect the actual operating season based on when the ice goes in; further, that Council agrees to provide four hours of Janitorial Services each month; and further, that Council agrees to cover the cost of the course to send one Club member to attend curling rink ice making training, and further again, that the District will work with the Club to identify any maintenance issues or any upgrades required.

CARRIED

AMENDMENT

RESOLUTION NO. 440/2024

MOVED: Councillor Jeffrey

SECONDED: Councillor Beattie

That Council amends the motion to authorizes the use of District Staff to help with the installation of the ice at the beginning of the season based on staff availability during regular working hours only.

CARRIED

MOTION AS AMENDED

RESOLUTION NO. 439/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Beattie

That Council enters into a one year lease agreement with the Bullhead Mountain Curling Club for the use of the District of Hudson's Hope Curling Rink, at a cost of \$10,000 excluding taxes, prorated to reflect the actual operating season based on when the ice goes in; further, that Council agrees to provide four hours of Janitorial Services each month; and further, that Council agrees to cover the cost of the course to send one Club member to attend curling rink ice making training, and further again, that the District will work with the Club to identify any maintenance issues or any upgrades required; and finally, that Council authorizes the use of District Staff to help with the installation of the ice at the beginning of the season based on staff availability during regular working hours only.

CARRIED

Councillor Charlesworth returned to the meeting at 7:33 pm.

15.3 Saulteau First Nations-Healing the Land Conference Announcement

RESOLUTION NO. 441/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Jeffrey

That Council authorizes up to three Council Members to attend the Saulteau First Nations-Healing the Land Conference in Moberly Lake from October 7-10, 2024.

AMENDMENT

RESOLUTION NO. 442/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Jeffrey

That Council amends the motion to allow all Council Members and Chief Administrative Officer to attend the Saulteau First Nations-Healing the Land Conference.

CARRIED

MOTION AS AMENDED

RESOLUTION NO. 441/2024

MOVED: Councillor Winnicky

SECONDED: Councillor Jeffrey

That Council authorizes all Council Members and the Chief Administrative Officer to attend the Saulteau First Nations-Healing the Land Conference in Moberly Lake from October 7-10, 2024

CARRIED

16. PUBLIC INQUIRIES

17. IN-CAMERA SESSION

17.1 Notice of Closed Session - September 10, 2024 - RCM-ADM-019

RESOLUTION NO. 443/2024

That Council receives the report titled "Notice of Closed Session – September 10, 2024"; further, that Council recess to a Closed Meeting for the purpose of discussing the following items:

- **Agenda Items 4.1, 4.2, and 4.3** - *Community Charter* Section 90(1)(b), closed meeting minutes;
- **Agenda Item 6.1** – *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service;
- **Agenda Item 6.2** - *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service, *and Community Charter* Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege;

- **Agenda Item 7.2** – *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service; and
- **Agenda Item 7.2** – *Community Charter* Section 90(1)(c), labour relations and employee relations, *Community Charter* Section 90(1)(k).

18. ADJOURNMENT

Mayor Quibell reconvened the open meeting and adjourned it to 9:46 PM.

Travous Quibell, Mayor

Andrea Martin, Corporate Officer

STAFF REPORT

TO: Mayor and Council
FROM: Andrea Martin, Corporate Officer
DATE: October 7, 2024
SUBJECT: 2025 BC Natural Resources Forum Registration

RECOMMENDATION:

That Council receives the report titled “2025 BC Natural Resources Forum Registration” dated October 7, 2024; further that Council authorizes that registration, travel arrangements and hotel rooms be booked for Council Members interested in attending the 2025 BC Natural Resources Forum being held in Prince George from January 14 – 16, 2025.

BACKGROUND:

The BC Natural Resources Forum (BCNRF) has grown over the past 21 years to become Western Canada's largest multi-sector resource conference bringing First Nations, Government, and the Natural Resources Sector together to discuss opportunities, innovative solutions and success stories.

The BC Natural Resources Forum offers a positive, non-partisan arena to discuss and learn first-hand the latest news, trends and opportunities within the resource sector in BC and across Canada.

The Forum annually hosts a large contingent of federal, provincial, and local government leaders, as well as continuing strong interest, support and attendance by Indigenous leaders, representatives from resource developers and service and supply sectors that are the foundation of our resource economy.

The BC Natural Resources Forum:

- Is Northern BC's largest and best-attended resource conference, attracting over 1,400 delegates;
- Features an impressive line-up of high-profile and respected speakers;
- Includes a sold-out trade show providing exceptional networking opportunities.

Early Bird registration is open now.

	Early Bird	Regular Pricing	Ticketed Meal Events	Pricing (excluding GST)
Two Day Pass	\$489.00	\$539.00	Banquet Dinner	\$129.00
One Day Pass (Wednesday)	\$299.00	\$379.00	Wednesday Keynote Luncheon	\$99.00
One Day Pass (Thursday)	\$299.00	\$379.00	Minister's Breakfast	\$99.00
Virtual Pass	\$219.00	\$269.00	Thursday Keynote Luncheon	\$99.00

DISCUSSION:

If approved, staff will work with Council to confirm and book conference registration, hotels, and preferred method of travel.

FINANCIAL CONSIDERATIONS:

If approved by Council, funding will be included in the 2025 Financial Plan.

ALTERNATIVE OPTIONS:

That Council receives the report titled "2025 BC Natural Resources Forum Registration", dated October 7, 2024, for information.

ATTACHMENTS:

[BCNRF](#)

Prepared By: Andrea Martin, Corporate Officer

Approved By: Crystal Brown, Chief Administrative Officer



STAFF REPORT

TO: Mayor and Council
FROM: Kelsey Shewfelt
DATE: October 7, 2024
SUBJECT: 2024 Veteran's Dinner

RECOMMENDATION:

That Council receives the report titled "2024 Veteran's Dinner" dated October 7, 2024, for information.

BACKGROUND:

In previous years, the Veteran's Dinner has been held at the Community Hall with dinner and dessert provided by a local caterer. The guest list has been quite large; in 2023, 82 guests were invited, with approximately 40 guests attending. Total costs for this event were approximately \$3000.

DISCUSSION:

With the recent closure of the Community Hall, the costs for this year's event are expected to be much higher as it will be held at an alternate location. The Recreation Department is in discussions with the Williston Lake Lodge regarding the possibility of hosting the event there; however, have not yet received a quote as the owners are currently unavailable. To remain within the 2024 budget, the Recreation Department has limited the guest list to include Mayor and Council, CAO and the five remaining known Veterans, plus one guest, making a total of 24 invitees.

FINANCIAL CONSIDERATIONS:

The total budget allocated for Remembrance Day and the Veterans Dinner in 2024 is \$3,000. Please note that there will be an increase in the cost of the Remembrance Day tea this year, as it will now include facility rental fees.

ALTERNATIVE OPTIONS:

1. That Council provide further direction.

ATTACHMENTS:

None.

Prepared By: Kelsey Shewfelt

Approved By: Crystal Brown, Chief Administrative Officer



STAFF REPORT

TO: Mayor and Council
FROM: Becky Mercereau, Administrative Assistant
DATE: October 7, 2024
SUBJECT: Love Hudson's Hope Policy

RECOMMENDATION:

That Council receives the report titled "Love Hudson's Hope Policy" dated October 7, 2024, which establishes the services included in the Basic, Standard, and Premium Service levels for the Love Hudson's Hope program, and eligibility.

BACKGROUND:

On August 19, 2024, Council passed the following motion:

MOVED, SECONDED, and CARRIED

That Council receives the report titled "Fees and Charges Amendment Bylaw No. 955, 2024" dated August 19, 2024; further; that Council adopts Fees and Charges Amendment Bylaw No. 955, 2024, which establishes a fee structure for the Love Hudson's Hope program, first and second reading.

On July 8, 2024, Council passed the following motions:

MOVED, SECONDED, and CARRIED

That Council receives the report titled "Love Hudson's Hope" dated June 17, 2024; further; that Council authorizes an amendment to the District of Hudson's Hope Fees and Charges Bylaw No. 915, 2020, to establish a fee structure for the Love Hudson's Hope program as follows:

- a. Basic Service - A one-time buy-in fee of \$100, with the option to update their information once a year for an additional fee of \$25
- b. Standard Service - An initial buy-in fee of \$100 with a yearly subscription fee of \$60
- c. Premium Service - A buy-in fee of \$100, with a yearly subscription fee of \$160
- d. Additional updates outside of Service Level - \$10.00 per update

MOVED, SECONDED, and CARRIED

That Council authorizes the development of a policy to establish the services included in the Basic, Standard, and Premium Service levels for the Love Hudson's Hope program, and eligibility; requirements; further, that Council directs staff to include all business types in the Love Hudson's Hope Policy, whether franchise or independent.

DISCUSSION:

In 2023, Northern Development Initiative Trust (NDIT) notified communities that they would no longer be running the Love Northern BC program. At that time, Council directed staff to apply to NDIT for a one-time grant of \$10,000 for a new shop local initiative and directed staff to brainstorm ideas for the grant funding and report back.

On May 29, 2023, staff presented the grant application outlining the proposal for the \$10,000 to Council, which included a Love Hudson's Hope webpage. In the fall of 2023, the District of Hudson's Hope (District) was awarded the grant for \$10,000.

As per the grant application, the project implementation date was scheduled for January 2024 and includes a new Love Hudson's Hope webpage. The funding provided is allocated for the site creation, photo library, purchasing of the domain, and advertising and promoting this new initiative. The proposed completion date for the project is December 31, 2024, which is also the date the current Love Hudson's Hope website will be disabled.

As of November 27, 2023, there were 21 businesses on the NDIT Love Hudson's Hope website. Several businesses are no longer in operation, and many new businesses may be interested in participating. In the past, owners of franchises were not eligible to join Love Hudson's Hope, but the parameters for eligibility can change once NDIT is no longer involved. The District will need to contact these businesses to advise them of the changes that will be occurring.

Logistics

To create the new website, the District must have all imagery and information collected and prepared for upload. All previous website content (photos and text) will remain the intellectual property of NDIT and are not available for use on the new website. Old and prospective new business owners will need to follow whatever terms will be set for the new Love Hudson's Hope initiative. Creating original content involves creative writing of business bios and photography for each participant and their product or service. This phase of the project is currently underway.

Staff developed three service levels for Council's consideration regarding the approved fees for businesses to be included in the program:

Basic Service: A one-time buy-in fee of \$100. This is in line with the previous Love Hudson's Hope program. Participants would pay a one-time buy-in amount to be a part of the program. Businesses would be provided the opportunity to update their information once a year for an additional fee of \$25.

Standard Service: An initial buy-in fee of \$100 with a yearly subscription fee of \$60. This option includes the initial upload of basic information and allows businesses to make updates, add events, specials, and other information to their listing once a month. Additional updates would be available for an additional charge of \$10.00 per update to cover staff time.

Premium Service: A buy-in fee of \$100, with a yearly subscription fee of \$160. This option includes the initial upload of basic information and allows businesses to make updates, add events, specials, and other information to their listing twice a month. This option will also feature businesses on the site and will include ¼ page bulletin ads four times a year. Additional updates would be available for an additional charge of \$10.00 per update to cover staff time.

NEW Multi-Business Discounts

Staff are proposing that Business Owners who registers two Business with Love Hudson's Hope will receive a 25% discount on the second buy-in fee, and that Business Owner who registers three or more Business with Love Hudson's Hope will receive a 25% discount on all buy-in fees.

Eligibility: Staff recommend that all businesses operating within the District of Hudson's Hope be eligible to participate in our Love Hudson's Hope program. Previously, the program only accepted locally owned, independent businesses, but now may include businesses of all types, whether franchise or independent.

FINANCIAL CONSIDERATIONS:

For 2024, the financial costs for launching the Love Hudson's Hope program will be covered by the \$10,000 grant received from NDIT.

It is recommended that Council allocate \$1,200 in 2025 for promotional activities and events, matching the annual funding previously received from NDIT. Additionally, budgeting \$300 for website hosting fees is advised.

Funds may also be generated from participating businesses, with options for either a one-time fee or a minimal ongoing fee, depending on the chosen program model. This revenue from businesses will help offset costs and ensure the sustainability of the Love Hudson's Hope program.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "Love Hudson's Hope Policy" dated October 7, 2024, which establishes the services included in the Basic, Standard, and Premium Service levels for the Love Hudson's Hope program, and eligibility; further, that Council refer the draft policy to staff for identified changes.

ATTACHMENTS:

1. Draft Love Hudson's Hope Policy

Prepared By: Becky Mercereau, Administrative Assistant

Approved By: Crystal Brown, Chief Administrative Officer



LOVE HUDSON'S HOPE POLICY

Department	Administration	Policy No.	
Adopted by Council		Resolution Number	

PURPOSE

1.1 The purpose of this policy is to establish:

- a) The purpose of Love Hudson's Hope;
- b) Services included in the Basic, Standard, and Premium Service levels for Love Hudson's Hope;
- c) Eligibility criteria for the Love Hudson's Hope;
- d) Guiding Principles for the users of Love Hudson's Hope; and
- e) Desired outcomes of Love Hudson's Hope.

SCOPE

2.1 This policy applies to all users of the Love Hudson's Hope program.

DEFINITIONS

3.1 In this policy:

- a) **Business** means a Business who is eligible for Love Hudson's Hope;
- b) **Business License** includes a District of Hudson's Hope Business License or an Inter-community Business License;
- c) **Love Hudson's Hope** means the District of Hudson's Hope shop local initiative that provides Businesses an online platform to showcase their goods or services; and
- d) **Website** means the Love Hudson's Hope website at lovehudsonshope.com

POLICY

Purpose of Love Hudson's Hope

4.1 The purpose of Love Hudson's Hope is to:

- a) Promote and increase visibility for local Businesses by providing them with an opportunity to have their information showcased on a dedicated Website;
- b) Increase customer engagement for participating Businesses;
- c) Increase economic growth and sustainability within Hudson's Hope; and

- d) Encourage residents to shop locally by creating a centralized platform for consumers to discover and support local Businesses.

Eligibility

4.2 Eligible businesses include:

- a) Independently owned Businesses located in Hudson's Hope;
- b) Franchise Businesses;
- c) Home-based Businesses;
- d) Farmers;
- e) Non-profit organizations and local clubs;
- f) Societies;

Who are operating in Hudson's Hope and hold a valid Business License.

Love Hudson Hope Service Levels

4.3 Service Levels for Love Hudson's Hope include:

- a) Basic Service which consists of a one-time buy-in fee of \$100;
- b) Standard Service which consists of an initial buy-in fee of \$100 and a yearly subscription fee of \$60; and
- c) Premium Service which consists of a buy-in fee of \$100 and a yearly subscription fee of \$160.

4.4 Basic Service packages include the initial upload of basic information to the Website and allows Businesses to update their information once a year for an additional fee of \$25.00.

4.5 Standard Service packages include the initial upload of basic information to the Website and allows Businesses to make updates, add events, specials, and other information to their listing once a month.

4.6 Premium Service packages include the initial upload of basic information to the Website and allows businesses to make updates, add events, specials, and other information to the Website twice a month.

4.7 Businesses who subscribe to the Premium Service package will be featured on the Website and will have a ¼ page ad in the Hudson's Hope Bulletin four times a year.

4.8 Additional updates to the Website outside of the Standard and Premium Service packages are available for an additional charge of \$10.00 per update.

Multi-Business Discounts

4.9 A Business Owner who registers two Business with Love Hudson's Hope will receive a 25% discount on the second buy-in fee.

4.10 A Business Owner who registers three or more Business with Love Hudson's Hope will receive a 25% discount on all buy-in fees.

Guiding Principles

4.11 Love Hudson's Hope will be inclusive and welcoming to all Businesses.

4.12 Business Owners will be actively involved in the development and implementation of Love Hudson's Hope through surveys, town hall meetings, and other forms of engagement to ensure that their voices are heard.

4.13 Love Hudson's Hope will prioritize projects and initiatives that promote economic development for Hudson's Hope.

4.14 Love Hudson's Hope will encourage collaboration and partnerships with local businesses, organizations, and government agencies to maximize the impact and reach of community initiatives.

4.15 Love Hudson's Hope will be transparent in its decision-making processes, budget allocations, and reporting to ensure accountability and trust within the community.

DRAFT



STAFF REPORT

TO: Mayor and Council

FROM: Crystal Brown, Chief Administrative Officer

DATE: October 7, 2024

SUBJECT: WTP Loan Authorization Bylaw No. 950, 2024 Assent Voting Results

RECOMMENDATION #1:

That Council receives the report title "WTP Loan Authorization Bylaw No. 950, 2024 Assent Voting Result" dated October 7, 2024; further, that Council receives the assent voting results for the District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, as follows: 134 votes in favour, and 107 votes against.

RECOMMENDATION #2:

That Council adopts District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024.

BACKGROUND:

On April 8, 2024, Council passed the following recommendations:

MOVED, SECONDED and CARRIED

That Council receives the report titled "Water Treatment Plan Pre-Design" dated April 8th, 2024; further, that Council authorizes staff to proceed with Option 1A: One ACTIFLO ACP2-30 installed inside the existing building as the treatment solution for the District's permanent water treatment plant, at an expected capital cost of \$3,892,000; and further, that Council include the cost of \$864,000 that is required to connect the water treatment plant to the permanent intake, as part of the total cost of developing the permanent water treatment plant, bringing the total cost to \$4,756,000; and finally, that this item be immediately released to the public.

MOVED, SECONDED and CARRIED

That Council authorizes staff to develop a loan authorization bylaw, authorizing borrowing of up to \$5,000,000 through the Municipal Finance Authority of British Columbia, based on a 15-year term, for the construction of the permanent water treatment plant; and further, that this item be immediately released to the public.

On May 6, 2024, Council passed the following recommendations:

MOVED, SECONDED and CARRIED

That Council receives the report titled "Loan Authorization Bylaw No. 950, 2024" dated May 6, 2024; further, that Council gives District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, which will allow Council to borrow \$4,756,000 for the construction of a permanent Water Treatment Plant, first and second reading.

MOVED, SECONDED and CARRIED

That Council gives District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, third reading.

MOVED, SECONDED and CARRIED

That Council authorizes assent voting as the method of obtaining elector approval for the proposed District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024.

MOVED, SECONDED and CARRIED

That Council appoints Becky Mercereau as the Chief Election Officer and Andrea Martin and Crystal Brown as the Deputy Chief Election Officers for the District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, assent vote.

MOVED, SECONDED and CARRIED

That approves the Assent Voting Question for District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, as follows:

"Are you in favour of the District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, to authorize the District of Hudson's Hope to borrow up to \$4,756,000, with interest, over a period not exceeding 15 years, in order to finance the construction of a permanent Water Treatment Plant?"

MOVED, SECONDED and CARRIED

That the Council authorizes that the Notice of Assent Voting for 'District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024' include a synopsis of the bylaw as permitted under the Local Government Act s.176 (4) and (5).

DISCUSSION:

District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, authorizes borrowing of up to \$4,756,000 for the construction of a permanent Water Treatment.

The project was identified as a Capital Project in the 2024 Draft Financial Plan with an estimated project cost of \$4,756,000. This project is proposed to be funded by borrowing through Municipal Finance Authority.

Assent Vote Results

The final voting results for the District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024 Assent Voting were declared on October 7, 2024. The assent voting passed, with 134 votes YES and 107 votes NO.

The District had 524 registered voters at the start of the vote with another 21 voters registering at the time of voting. With 545 registered voters and 241 votes received (and 3 being rejected), the District had a 45% voter turnout for this vote.

Twenty mail ballot packages were issued for the Assent Voting, with all of them being returned. While requests for mail ballots was lower than expected, return rates were exceptional.

Council may now adopt the bylaw. Once adopted, a thirty-day quashing period must be observed, during which the bylaw can be challenged through an application to the Supreme Court in accordance with the *Local Government Act*.

Once the quashing period is over, staff will proceed with the next steps in the borrowing process, which include:

- Corporate Officers Certificate
- Certificate of Approval – LGA 760
- Proceed to Temporary Borrowing or Security Issuing

Temporary Borrowing Procedure

- Draft Temporary Borrowing Bylaw
- Council gives Temporary Borrowing Bylaw three readings
- Wait one day and then adopt Temporary Borrowing Bylaw
- Complete MFA Short Term Financing Application
- Sign Loan Agreement and Promissory Note
- MFA funds loan. Borrow funds as needed to move project along. Pay daily interest.
- Short term borrowing rate is currently 4.84%.
- When project is complete, move funds over to loan term loan. Begin repayment.

Security Issuing Procedures

- Municipal Security Issuing Resolution
- Send all documents to PRRD
- PRRD drafts Security Issuing Bylaw
- PRRD gives Security Issuing Bylaw Three Readings and Adoption
- 10 day Quashing Period
- Corporate Officers Certificate
- Certificate of Approval
- MFA receives approved Bylaw. Funds in next issue (spring or Fall)
- PRRD receives proceeds – issues them to District of Hudson's Hope

FINANCIAL CONSIDERATIONS:

EXPENSES WATER TREATMENT PLANT - NEW	2024	2025	2026	2027	2028
Preliminary Design	\$110,000				
Final Design	\$350,000				
Permanent Intake	\$55,000	\$864,000			
Water Treatment Plant Construction		\$4,756,000			
Total	\$515,000	\$4,756,000			

Note: Borrowing \$4,756,000 in 2025 for the permanent water treatment plant, based on a 15-year term at 4.75%, will result in the following estimated payments in the five-year Financial Plan Operating Budget:

EXPENSES OPERATION - NEW	2024	2025	2026	2027	2028
MFA PAYMENT -INTEREST			\$259,125	\$259,125	\$259,125
MFA PAYMENT – PRINCIPLE			\$237,500	\$237,500	\$237,500
TOTAL EXPENSE			\$496,625	\$496,625	\$496,625

Estimated Total Repayment - \$7,085,850.

Loans with terms of ten years or longer will **generally** receive the posted rate for the first ten years. Typically, at the end of ten years, the relending rate will be reset at the current market rate for a period to be determined at that point (likely five years).

Assent Vote Expenses

The proposed 2024 rates for the CEO, DCEO, and Election Officials are as follows:

- CEO - \$1200 for General Election Day and \$500 for Advanced
- DCEO (2) - \$900 for General Election Day and \$300 for Advanced
- Election Officials (5) - \$600 for General.

Other elections costs include Ballot printing costs and General Stationary supplies.

The 2024 Hudson’s Hope Local Government Assent Vote estimated costs are approximately \$18,100.

ALTERNATIVE OPTIONS:

1. That Council provides further direction.

ATTACHMENTS:

1. District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024
2. Determination of Official Assent Voting Results
3. Declaration of Official Assent Voting Results
4. Ballot Account Reconciliation
5. Scrutineer Report – Bill Lindsay

Prepared By: Crystal Brown, Chief Administrative Officer



**DISTRICT OF HUDSON'S HOPE
LOAN AUTHORIZATION BYLAW
BYLAW NO. 950, 2024**

A Bylaw to authorize the borrowing of the estimated cost of
constructing a Permanent Water Treatment Plant.

WHEREAS Council has may, by bylaw, with the approval of the inspector, borrow funds for any purpose of a capital nature;

AND WHEREAS it is deemed desirable and expedient to develop a permanent Water Treatment Plant;

AND WHEREAS the estimated cost of constructing the permanent Water Treatment Plant, including expenses incidental thereto, is the sum of \$5,271,000, of which the sum of \$4,756,000 is the amount of debt intended to be borrowed by this Bylaw;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

GENERAL PROVISIONS

1. This Bylaw shall be cited as "District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024".
2. The District of Hudson's Hope is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the permanent Water Treatment Plan in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
 - a. To borrow upon the credit of the Municipality a sum not exceeding \$4,756,000, and
 - b. To acquire all such real property, easements, rights-of-way, licenses, rights, or authorities as may be requisite or desirable for or in connection with constructing the permanent Water Treatment Plant.

3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 15 years.

READ A FIRST TIME this 6th day of May 2024

READ A SECOND TIME this 6th day of May 2024.

READ A THIRD TIME this 6th day of May 2024.

RECEIVED the approval of the Inspector of Municipalities this ____ day of _____, _____.

RECEIVED the approval of the electors this ____ day of _____, _____.

RECONSIDERED and FINALLY PASSED AND ADOPTED this ____ day of _____, _____.

Travous Quibell, Mayor

Andrea Martin, Corporate Officer

Certified a true copy of Bylaw No.

This ____ day of _____, 20__.

Corporate Officer



DISTRICT OF HUDSON'S HOPE

DETERMINATION OF OFFICIAL ASSENT VOTING RESULTS

Water Treatment Plant Loan Authorization Assent Vote – October 5, 2024

	YES	NO
Advance Voting Opportunity: September 25, 2024 – Municipal Hall	53	37
General Voting Opportunity: October 5, 2024 – Hudson's Hope School AND Mail Ballot Voting	81	70
TOTAL NUMBER OF VOTES	134	107

This determination of official assent voting results was made by the Chief Election Officer on October 7, 2024 at 11:00 am and is based on ballot accounts as amended or prepared by the Chief Election Officer.

Original signed by Becky Mercereau

Chief Election Officer



Form No. 21-5
LGA s.146(2)(a), VC s.108(2)(a)

DISTRICT OF HUDSON'S HOPE
DECLARATION OF OFFICIAL ASSENT VOTING RESULTS
Water Treatment Plant Loan Authorization Assent Vote – October 5, 2024

I, Becky Mercereau, Chief Election Officer, do hereby declare the results of the assent vote to be as follows:

Yes	134 votes
No	107 votes

Dated at Hudson's Hope, BC
This 7th day of October, 2024.

Original signed by Becky Mercereau

Chief Election Officer

DISTRICT OF HUDSON'S HOPE

BALLOT ACCOUNT RECONCILIATION

Water Treatment Plant Loan Authorization Assent Vote – October 5, 2024

Number of valid votes cast:

YES 134

NO 107

(1)	Number of ballots received for use (see Note 1)		<u>700</u>
(2)	Ballots without objection	<u>241</u>	
(3)	Ballots accepted subject to objection under LGA s.140	<u> </u>	
(4)	Ballots rejected without objection (including blanks)	<u>3</u>	
(5)	Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u> </u>	
(6)	Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u>3</u>	
(7)	Number of ballots given to the electors <small>(2+3+4+5+6)</small>	<u>247</u>	
(8)	Unused ballots (see Note 2)	<u>453</u>	
(9)	Number of ballots not accounted for	<u> </u>	
(10)	TOTAL <small>(7+8+9) No. 1 & No. 10 must agree</small>		<u><u>700</u></u>

Original signed by Becky Mercereau

Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)

Sunday, 06 October 2024

Attention: Ms. Becky Mercereau, Chief Elections Officer

I am a scrutineer for the Water Treatment Plant Assent Voting for the Loan Authorization Bylaw No. 950. This referendum will determine whether a majority of voters are in favour of borrowing \$4.76 million to construct and install a permanent water treatment system for Hudson's Hope.

In addition to mail in ballots, Advance Voting was available on Wednesday, September 25th from 8:00 AM to 8:00 PM; and General Voting was conducted on Saturday, October 5th from 8:00 AM to 8:00 PM.

I observed the counting of ballots which took place after General Voting concluded. I witnessed that accepted procedures were carried out and the secrecy of all ballots was protected. The election officials conducted themselves responsibly and followed the instructions of the Chief Election Officer.

The preliminary results, as published, are correctly recorded.

A handwritten signature in cursive script that reads "William Lindsay".

William Lindsay, Scrutineer



NORTHERN TRAILS
HERITAGE
SOCIETY

The Northern Trails Heritage Society (NTHS) was established in 2015 to connect the museums in the Northeastern part of British Columbia. The NTHS shares heritage issues, practices and programs among the museums, archives and individuals in the Peace River Regional District and the Northern Rockies Regional Municipality.

September 23, 2024

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

Dear Mayor Quibell and Council,

Please support the Northern Trails Heritage Society's Christmas programs.

ANorthernHeritageChristmas.ca

... Came about because of the COVID-19/Coronavirus Pandemic. The first winter found many of the ways that Christmas is celebrated to be different. As our regular lives changed because of what happened across the planet, we came up with a new, safer ways to celebrate and curate our existing traditions. A Northern Heritage Christmas was our contribution to this change! Our goal is to bring our readers a new and unique hub for everything Christmas in Northern BC.

Together with our partners, we're dedicated to gathering all your favourite Christmas traditions in one convenient place. Read, watch, sing download and share!

And now with other recent changes (the closing of our local newspapers), our organization has added to our online program. A printed Christmas Carol Booklet.

5,000 copies will be produced and distributed throughout our northeastern BC communities... The Christmas Carol Booklet will be available online - showcased via our social channels, and Free copies will be made available at any Museum, local supporting businesses, at Community Christmas light up events, local schools, churches ect.

We would welcome the District of Hudson's Hope support of our project in the manner of a advertisement.

Thank you for your consideration.

Robin Holstein, Vice Chair
P: 250-785-3586 | C:250-574-3572
E: robin@rgstrategies.com
www.nths.ca



Holiday Carol Booklet

online Karaoke

A NORTHERN HERITAGE CHRISTMAS .CA

BOOKLET SPONSORSHIP

1/8th Block (2.4"w x 2.5"h)

\$225.00

1/4 Banner (5"w x 2.5"h)

\$340.00

1/2 Page (5"w x 4"h)

\$500.00

Full Page (5"w x 8"h)

\$800.00

CONTACT INFORMATION

Company: _____

Contact Person: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____

Email: _____

Please Note: there is NO CHARGE FOR DESIGN.

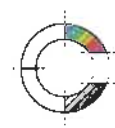
Contract Rate	\$ _____
5% GST (870584273)	\$ _____
TOTAL:	\$ _____
Authorizing Signature: _____	
PO # _____	Date: _____
<i>Thank you. An invoice will follow.</i>	



Presented By
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