



DISTRICT OF HUDSON'S HOPE COUNCIL MEETING AGENDA

AGENDA ADDITION

Council Chambers

Monday, January 25, 2016 at 6:00 p.m.

Public Hearing

- | | | |
|-----|--|--------|
| PH1 | Proposed Official Community Plan Amendment Bylaw 854, 2015 and
Proposed Zoning Amendment Bylaw 855, 2015 – Additional submissions | Page 1 |
|-----|--|--------|

Correspondence

- | | | |
|-----|---|---------|
| C10 | Hudson's Hope Public Library – Server and Hardware Upgrades | Page 24 |
| C11 | BC Hydro – Construction Bulletin | Page 47 |

**BYLAW NO.
855, 2015**

A Bylaw to amend Zoning Bylaw No. 823, 2013

WHEREAS the *Community Charter Act* (the "Charter"), provides for the creation and amendment to its Zoning Bylaw;

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

1. This Bylaw may be cited as "Zoning Bylaw Amendment No. 855, 2015".
2. "Zoning Bylaw No. 823, 2013" is hereby amended by:
 - a. Rezoning approximately 13.5 hectares of land, being a one hundred and fifty (150) meter wide by an approximately 503 meter long strip of land running parallel along the north side of Highway 29 located within Northeast ¼ Part of Block E, Section 19, Except Blocks A, B and C, Township 81, Range 25, from P2 - Parks and Open Space to its amended zone of M1 - Light Industrial (Served) as indicated on Schedule "A"; and
 - b. Rezoning approximately 5 hectares of land, being a one hundred and fifty (150) meter wide by an approximately 475 meter long strip of land running parallel along the north side of Highway 29 located within Southeast ¼ Part of Block E, Section 30, Township 81, Range 25 except Plan 16795 and Southwest ¼ Part of Block E, Section 29, Township 81, Range 25 except Block A ending at the Agricultural Land Reserve Boundary, from RU2 – Rural Agriculture to its amended zone of M1 – Light Industrial (served) as indicated on Schedule A.
3. This bylaw comes into effect upon the Adopted date of this bylaw

READ FOR A FIRST TIME this 14th day of December , 2015.

PUBLIC HEARING Advertised in the Alaska Highway News on 20th & 21st days of January, 2016.

PUBLIC HEARING HELD ON this 25th day of January, 2016.

READ FOR A SECOND TIME this _____ day of _____ , 2016.

READ FOR A THIRD TIME this _____ day of _____ , 2016.

ADOPTED this _____ day of _____ , 2016.

Gwen Johansson, MAYOR

Tom Matus, CAO

Certified a true copy of Bylaw No. 855
This _ day of _____, 2016.

Deputy Clerk

PHI₁



Submission Form to Hearing

Note that this form, should you wish to submit to the District of Hudson's Hope Office for use at the Public Hearing of 6:00pm, January 25th, 2016. Is to be submitted to the District of Hudson's Hope office between the dates of January 15th to January 25th, 2016.

Question: Should Zoning of proposed Light Industrial Area along Highway 29 be changed to allow light industrial use?

☒ Yes ☐ No ☐ Indifferent

My Comments: Our community is in need of a light industrial area, I am in favour of the project as presented at the meeting on January 15th. The availability of serviced industrial lots will not only attract new business and investment in Hudson's Hope, it will afford the light industry that is already here to have the opportunity to relocate to a visible, professional setting. We have operated W6 from our ranch on the outskirts of Jameson Subdivision since 1993, only recently purchasing a shop and small yard in the Thompson Subdivision. While this is a better location, the new yard is not large enough to accommodate all of our equipment so we have crew and vehicles coming and going daily from both locations. This means light industrial traffic traveling multiple times daily through our residential area. As a local company we would welcome the chance to purchase a lot in an industry only zone, and not have the liability of our workers travelling through residential zones on their way to and from work. I am impressed with the scope of possibilities that have been addressed in the planning of these lots. It is evident the committee is open and responsive to all input.

Print Name: Angela Watson / W6 Contracting
Signature: [Signature]



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Yes



No



Indifferent

My Comments:

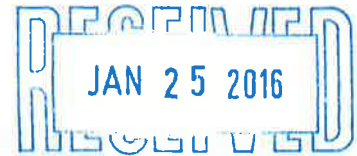
Good Idea will free up
heavy trucks parking in town
and provide (perhaps) a Fuel Station with
reasonable prices.

Print Name:

Ty Olsen

Signature:

Ty Olsen



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☒ Yes ☐ No ☐ Indifferent

My Comments: I believe that having an area for
light industrial use: Will keep industrial
use out of residential areas! The area proposed has
good hwy access.
Hopefully will increase industry to our town.

Print Name: LORI FOX

Signature: Lori Fox



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☒ Yes ☐ No ☐ Indifferent

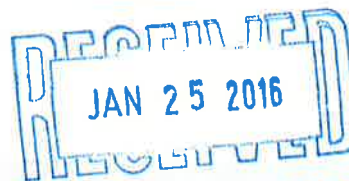
My Comments: Much needed. I believe that
the area is good. Out of residential
area. At this point we don't have
any options that safe & appropriate.
Will get.

Print Name:

Lana Huxley

Signature:

Lana Huxley



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Yes



No



Indifferent

My Comments:

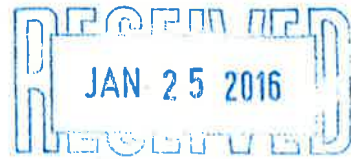
I think its a good Idea.
The Hyeaway and Access is good
NO kids getting on School Buses in mornin, and
getting OFF afternoon.
Gets Industry out of town. (Kinda)

Print Name:

DARYL FETTES

Signature:

Daryl Fettes



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☐

Yes

☒

No

☐

Indifferent

My Comments:

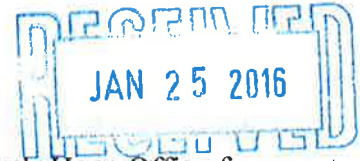
It is my feeling that a light industrial park in Jamieson area would seriously compromise the integrity of HH as the playground and prettiest town on the Peace. It would be an eyesore coming into town and also change the energy/feeling of Jamieson subdivision, an area people have chosen to live in for its relative peace and quiet. It is also my fear that this ugly change would happen with zero benefit to the town 10 years from now ^{or less} when it stands empty. Better to put money in a sustainable resource, develop the recreation side of HH. Can you proudly tell your grandchildren that this industrial park is your legacy to the town of HH?

Print Name:

Vivian Hayashi

Signature:

V. Hayashi



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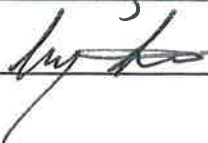
Question: Should Zoning of proposed Light Industrial Area along Highway 29 be changed to allow light industrial use?

☐ Yes ☒ No ☐ Indifferent

My Comments: I cannot support the re-zoning of these parcels for the following reasons.

- I have seen no copy of the proposed zoning bylaw that contains the supposed building criteria that would maintain the visually pleasing nature of our town entrance.
- The only consultation on this process done as a meeting or committee was with parties who have a vested interest in the development as persons who would develop the lots at a cost and in a manner that suits their needs and purposes. No other parties were involved.
- I see no evidence that this will bring families to Hudson's Hope as all interested parties now, and in the past had no intention of bringing in families to our community.
- The economy of industry in this area and in the rest of the world is in a state of decline right now and it is not the right time to invest in an industrial development

Print Name: Craig Stephenson

Signature: 

over →

- Several of the lots are too close to the dunes and the cemetery. It borders on offensive that there is a proposal for industry to be put next door to our founding members and ancestors final resting place
- There is no idea how services will be brought in or which ones. There is also no estimate of cost to develop this properly.
- Once we do this if rules are not appropriately put in place then anyone can buy a lot and develop it as they want with no oversight.
- The comment was made at the meeting that these lots would need to be priced around \$200,000 to be attractive yet I see no plan on cost to develop or final purchase price.
- There are no concrete plans for
 - berm or 10 m buffer zone
 - architectural controls.
 - noise
 - wind breaks to prevent blowdown in
Daneison Wood
 - timeline for buffer zone to grow
 - how to get power in
 - sewer or septic.
- It just seems too preliminary to support a re-zoning without more information and concrete numbers.



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☐

Yes

☒

No

☐

Indifferent

My Comments:

Dear Mayor and Council

A lot of time, money, effort and work hours have already been invested in creating 'Jamison Wood's recreational area.'

It is a great asset to our 'Playground of the Peace'
Why would we want to change it into an industrial area?

Once you start changing zoning from recreational to industrial you are saying that industry is more important than recreation.

That is what is happening to our river!

There are other locations for industry, we have a large municipality, we do not have to sacrifice or start to plunder 'Jamison Wood's rec area', even if it is convenient it is certainly not appropriate.

Yours Sincerely

Print Name:

James Rhymmer

Signature:

James Rhymmer. Elaine Rhymmer

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☒ Yes ☐ No ☐ Indifferent

My Comments:

Signature:



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☒ Yes ☐ No ☐ Indifferent

My Comments: WE NEED THIS IN TOWN
AS THERE IS NO PLACE TO EXPAND

Print Name: DAVE NOAD

Signature: [Signature]

Tom Matus

From: Rich Brown <r.brown@butlerridge.com>
Sent: January-25-16 2:14 PM
To: Tom Matus
Cc: Dave Heiberg
Subject: Industrial land development

Good Morning Tom

I am sending you this email to support the proposed industrial land development in Hudson's Hope.

In order for this town to grow or at least maintain its current population and attract new business ventures to the area, it is critical to have land available for these new ventures.

We currently have no industrial land available that is suitable for a potential business to invest or build on within a reasonable proximity to highway and utility access. Butler Ridge Energy is currently leasing its shop and office space. We had planned to build on our adjacent lot which we own, however due to potential site "c" impacts this land will not be acceptable. We have no other options at this time until new industrial land becomes available to purchase.

Also to note that over the last few years the lack of industrial lands has put pressure on our town in the form of commercial vehicles being parked in peoples yards, or lining the streets. Others businesses have chosen to purchase acreages with zoning that will allow to store equipment on the property. We do not want to see Companies purchasing residential acreages instead of land in an industrial park to meet their needs. I own a home in the Lynx Creek subdivision and endured a Company that set up shop and manufactured and fabricated on site for a contract that they were awarded for BC Hydro, this company was not able to find land in an industrial park and therefore purchased an acreage in a residential area. This is becoming common practice in our municipality.

Regards,

Richard Brown
President



8908 Clarke Ave, PO Box 426

Hudson's Hope, BC.

V0C 1V0

P:250-783-2363

C:250-263-5932

F:250-783-2365

E-mail: r.brown@butlerridge.com

www.butlerridge.com

JAN 25 2016

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Yes

No

Indifferent


My Comments:

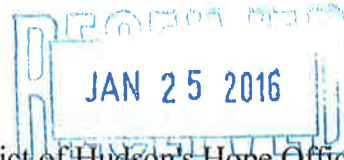
My Comments:

Print Name:

Justin Brown

Signature:

.. 



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Yes



No



Indifferent

My Comments: _____

I am in support of industrial land development to promote growth in our community.

This will allow other businesses to get a chance to come to our town and this would give our community a chance for jobs.

Print Name: Chrissy Brown

Signature: 



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Yes



No



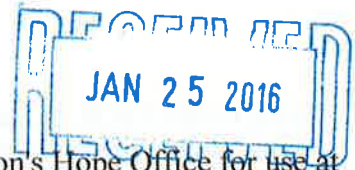
Indifferent

My Comments: will BE GOOD for
Hudson's Hope. Need some
GROWTH

Print Name:

JOHN HERRINGTON

Signature:



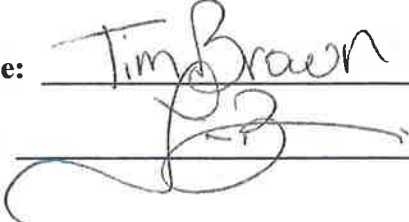
Submission Form to Hearing

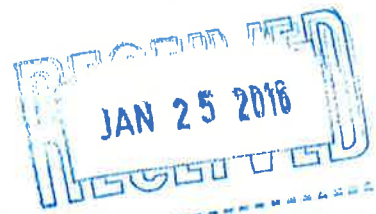
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☒ Yes ☐ No ☐ Indifferent

My Comments: _____

Print Name: Tim Braen
Signature: 



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Yes



No



Indifferent

My Comments:

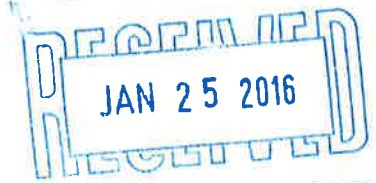
I BELIEVE IT WILL HELP THE LOCAL
ECONOMY DUE TO INCREASED BUSINESS AND
WHICH WILL LEAD TO NEW PEOPLE MOVING
TO THE AREA

Print Name:

TAMMY ANDERSON

Signature:

T. Anderson



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Yes



No



Indifferent

My Comments:

I believe it would help the local economy by bringing new business to town

Print Name:

JOHN McKEOWN

Signature:

Monday, January 25, 2016

Submission to the Council for the Public Hearing -

Official Community Plan Amendment Bylaw No. 854, 2015
Zoning Bylaw Amendment No. 855, 2015

Conceptual Light Industrial Subdivision

Firstly, I appreciate the opportunity to attend the Community Meeting on Tuesday evening, January 12th, to discuss the proposal to create parcels adjacent to Highway 29 North for Light Industrial land uses. Perhaps because the plans that were shown and discussed were conceptual; quite a few questions from the public were unanswered because the information was not known or decided.

As I understand the concept, a new road is to be constructed and extended easterly from the intersection of Jamieson Avenue and Ross Street to intersect with Highway 29 North. Two sequential access roads will be constructed parallel to the highway. One will provide access to 11 parcels on the west side of Powell Road and the second will access to 8 parcels on the east side. Under the proposed OCP designation, these parcels are to be developed "with full urban services." Also such properties are not primarily to be used for outdoor storage. It was mentioned:

- that a 10" diameter water main would be extended to supply water and fire protection;
- that three phase power would be a necessity for the light industrial uses;
- that there was a question about the state of the sewage lagoons.

This is an ambitious project for the municipality as the costs to build roads, water lines, a sewer extension to the lagoons, provide electricity, storm water drainage, purchasing the Crown land (including survey and title registration) are substantial.

Section 477 (3)(a)(i) of the *Local Government Act* requires that after the first reading of an OCP bylaw, the Council must consider the proposed bylaw in conjunction with its financial plan. The logic is obvious in that the Council needs to know that sufficient funds are provided in the capital expenditure budget to meet the Council's goals. This step takes place before the public hearing.

During the community meeting, questions about development costs were not answered. In the agenda circulated for tonight's Council meeting there is no mention of the financial plan being discussed. Does the Council have reliable estimates for the cost of this endeavor? What is being considered:

- borrowing?
- a tax increase?
- drawing on reserve funds?

If the intent is to have the revenue from the sale of the parcels offset the expenditures, what is the estimated time frame for all lots to be sold?

I asked whether phasing the development was a possibility and the reply was "could be;" however, the bylaws under consideration are pointing to the whole scheme moving forward in its entirety.

I question the demand for 19 light industrial parcels in Hudson's Hope. During the community meeting, it was speculated that if these lots were currently developed, three could be sold now. Have there been

calculations to come up for a sale price for these proposed parcels? If not, how can the Council be sure that the resulting sale price will be marketable?

Since the Zoning Bylaw allows lots designated as M1 to be a minimum size of 1,000 m², a restrictive covenant will be required on all titles to prevent future subdivision.

Screening of these properties from the highway was raised at the community meeting. The zoning bylaw calls for an opaque visual barrier. Leaves fall off the trees in the fall and that's not opaque.

Although this is technically a subdivision comment, I recommend that the acute angle of proposed lot 12 (first parcel east of Powell Road) be snipped and dedicated for road alignment purposes. Use this opportunity to have Powell Road intersect with Highway 29 North at a perpendicular angle. Under section 7.27 of the Commercial Transport Regulations, trucks with more than one articulation point (including load) can be a maximum length of 23 m (over 75 feet). Drivers of long trucks need to start positioning themselves well back from the intersection. The municipality doesn't want to have to "buy back" what is a useless corner portion if it is needed later.

I appreciate that a public hearing is intended for the Council to listen to comments from the residents and not to answer questions, but I encourage the Council to provide an opening statement which provides more information that was not explained during the community meeting.

Thank you for your consideration of my submission.



William Lindsay
10106 Dudley Drive
Hudson's Hope.



9905 Dudley Drive P.O. Box 269
Hudson's Hope, BC V0C 1V0
Telephone: (250) 783-9414
Fax: (250) 783-5272
E-mail: director.hhpl@pris.ca

January 19, 2016

Your Honorable Mayor and Council,

The Hudson's Hope Public Library Association would like to send representatives to appear as a delegation as soon as possible, in order to discuss a fairly substantial change to our operating budget commencing in 2016.

As noted in the 2015 budget package, the Hudson's Hope Public Library is in need of a server and hardware upgrade. In the fall of 2015, I obtained quotes for the project as our current Computer Technician was no longer able to upgrade the server for us. We were able to provide us with estimates which were considerably higher than originally anticipated budget from our IT provider.

I had spoken to the CAO to inquire about whether it would be feasible for the Library to share a common server with the District. He spoke with the District IT support team and found out that such a partnership would reduce the capital costs for the library by nearly \$10,000.00, based on their original quote for HHPL.

That being said, the costs associated with the IT Service Agreement necessary to move forward with a common server would be substantially more than our previous IT Service expense.

The Library Board believes the benefits outweigh the costs in this situation and would like to see IT Partners go forward with the server migration. It is believed that this would highly benefit the library as well as the patrons of the library by providing a more reliable and secure system. The Board has approved a budget to include these expenses in 2016. In this budget, Capital items for the project would be partially funded from our Capital accounts and from our Operating Grant (partial funds carried over from 2015). We would request the entirety of the IT Service Agreement expenses under our 2016 Operation Grant request.

Our current server setup is becoming quite unreliable with an increasing number of recoverable system failures so we would like to proceed with hiring IT Partners as soon as possible. The Hudson's Hope Public Library Board would like to request a letter of support for this project in order to proceed with the IT service agreement and eventual server migration later this year. We would like to be added to the service agreement as soon as possible as it is imperative to maintain our aging system while it continues to deteriorate. IT Partners has expressed that they will need to fix our system in order to patch us through until we can undergo the full server migration, which will ease the burden of server failure and prepare for the later server migration.

Please see attached documents for more information regarding this project.

Thank you for considering our request.

Sincerely,

Amber Norton
Library Director

On behalf of the Hudson's Hope Public Library Association

	I.T. Partners located at HHPL	I.T. Partners located at DOHH
server	\$5,414.77	
UPS	\$393.00	
router/switch/firewall		\$493.79
Router	\$1,085.90	
switch	\$1,491.99	\$998.20
firewall		
QNAP NAS	\$1,060.39	
WAP's	\$531.98	\$439.98
labour	\$6,375.00	\$4,950.00
travel	\$1,554.20	\$500.00
sonic wall soho		\$1,181.62
SUBTOTAL	\$17,907.23	\$8,563.59
PST	\$1,253.51	\$599.45
GST (excluded in total because we get a rebate)	\$895.36	\$428.18
TOTAL	\$18,802.59	\$8,991.77
total before rebate	\$19,697.95	\$9,419.95

Technical Service

	Current	IT Partners	IT Partners	IT Partners
<i>Estimate based on</i>		<i>Quote for HHPL</i>	<i>DOHH – from service agreement</i>	<i>DOHH – from quote</i>
Monthly cost		\$872.76	\$826.76	\$674.91
ANNUAL TOTAL	\$1,200.00	\$10,473.12	\$9,921.12	\$8,098.92
	Local	remote backup	remote backup	remote backup
	no remote backup	remote antivirus	remote antivirus	remote antivirus
		monitoring	monitoring	monitoring
	no remote antivirus support	disaster recovery	disaster recovery	disaster recovery
		helpdesk	helpdesk	helpdesk
		onsite services \$	onsite services \$	onsite services \$
		consultations	consultations	consultations



We have prepared a quote for you

DOHH Library Quote

Quote # 001049

Version 1

Prepared for:

Hudson's Hope Public Library

Amber Norton

director.hhpl@pris.ca

Hardware/Services

Item	Description	Price	Qty	Ext. Price
70704 SP54013	PowerEdge T320 Tower Server PowerEdge T320 4 Year ProSupport and NBD On-site Service Intel Xeon processor E5-2407 2.20GHz, 10M Cache, 6.4GT/s QPI, No Turbo, 4C, 80W, Max Mem 1066MHz (2) 8GB RDIMM (4) 600GB 10K RPM SAS 6Gbps 2.5in Hot-plug Hard Drive, 3.5in HYB CARR DVD ROM, SATA Redundant Power Supply (1+1), 495W Dell Keyboard & Optical Mouse with 17 LCD Monitor Operating System Windows Server 2012R2, Standard Ed Windows Server 2012R2, STD Ed, Media Kit 5-pack of Windows Server 2012 User CALs (Standard or Datacenter)	\$5,414.77	1	\$5,414.77
01-SSC-0575	5-port Dell SonicWALL TZ300 - security appliance	\$1,085.90	1	\$1,085.90
DLT1500	Dell Smart-UPS 1500VA (1000W) - Tower - 120V	\$393.00	1	\$393.00
JG926A	HP 1920 - 24G - PoE (370W) Switch	\$998.20	1	\$998.20
JG922A	HP 1920 - 8G - PoE (180W) Switch	\$493.79	1	\$493.79
DS214+	Synology DiskStation + NAS Server Synology DiskStation + NAS Server	\$545.89	1	\$545.89
WD40EFRX	WD Red 4 TB 3.5" Internal Hard Drive WD 4TB Red SATA3 6GB 3.5" Hard Drive	\$257.25	2	\$514.50
UAP-AC-PRO	Ubiquiti UniFi AP-AC-PRO 802.11AC	\$265.99	2	\$531.98

Hardware/Services

Item	Description	Price	Qty	Ext. Price
	1300 MBPS 5GHZ POE+			
ITPPProject	Project Labour	\$6,375.00	1	\$6,375.00
	Project			
ITPMILEAGE	Travel Time, Mileage, Meals and Hotel (1 Night)	\$1,554.20	1	\$1,554.20

Subtotal: \$17,907.23

Recycling Fees

Item	Description	Price	Qty	Ext. Price
ADS - CPU	Alberta Environmental Disposal Surcharge-Computer	\$4.40	1	\$4.40
	Alberta Environmental Disposal Surcharge-Computer			
ADS - Monitor	Alberta Environmental Disposal Surcharge Monitors	\$4.00	1	\$4.00
	Alberta Environmental Advanced Disposal Surcharge for Monitors			

Subtotal: \$8.40

#206-11101, 104 Ave
Grande Prairie, Alberta T8V 8H6
www.itpartners.ca
780-513-4455



DOHH Library Quote



Prepared by:

I.T. Partners
Kim Thibert
780-513-4455
Fax
admin@itpartners.ca

Prepared for:

Hudson's Hope Public Library
Box 269 9905
Hudson's Hope, AB V0C 1V0
Amber Norton
director.hhpl@pris.ca
2507839414

Quote Information:

Quote #: 001049
Version: 1
Delivery Date: 01/12/2016
Expiration Date: 10/30/2015

Quote Summary

Description	Amount
Hardware/Services	\$17,907.23
Recycling Fees	\$8.40

Subtotal: \$17,915.63

Tax: \$895.78

Total: \$18,811.41

All product requires 100% payment up front prior to ordering.

Signature _____

Date _____

MAINTENANCE SERVICES & SUPPORT AGREEMENT
(the "Agreement")

THIS AGREEMENT dated the _____ day of _____, 2015.

B E T W E E N:

I.T. PARTNERS INC.

("Provider")

OF THE FIRST PART

- and -

HUDSON'S HOPE PUBLIC LIBRARY

("Client")

OF THE SECOND PART

Term of Agreement

This Agreement between **HUDSON'S HOPE PUBLIC LIBRARY**, herein referred to as Client, and **I.T. PARTNERS**, hereinafter referred to as Service Provider, is effective upon the date signed, shall remain in force for a trial period of 90 days. The contract will then continue for the remainder of a three year term unless cancelled by the client after completion of the trial period. The contract will be reviewed annually to address any necessary adjustments or modifications as mutually agreed between the client and the service provider.

Should adjustments or modifications be required that increase the monthly fees paid for the services rendered under this Agreement, these increases will not exceed 10% of the value of the existing monthly fees due under this Agreement.

The Service Agreement automatically renews for a subsequent three year term beginning on the day immediately following the end of the Initial Term, unless either party gives the other ninety (90) days prior written notice of its intent not to renew this Agreement.

- a) This Agreement may be terminated at any time by the Client upon ninety (90) days written notice if the Service Provider:
 - I. Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days of receipt of such written notice.
 - II. Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days of receipt of such written notice.
 - III. Terminates or suspends its business operations, unless it is succeeded by a

permitted assignee under this Agreement.

- b) This Agreement may be terminated by the Service Provider upon thirty (30) days written notice to the Client.
- c) This Agreement may be terminated by the Client upon thirty (30) days written notice to the Service Provider. The Client agrees to provide an early termination fee in addition to any transfer service costs set out in (d) which is equal to 3 months of the current monthly fee.
- d) If the Client terminates this Agreement, the Service Provider will assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay Service Provider the actual costs of rendering such project assistance.

Fees and Payment Schedule (\$5.04/Hr)

Fees will be **\$872.76** per month, invoiced to Client on the first of each month and on a Monthly basis, and will become due and payable on the 10TH day of each month. All services are paid in advance of that months designated service & support and through EFT (Electronic Funds Transfer). The first month will include an additional one-time setup fee equal to the monthly service fee. Services will be suspended if payment is not received within 5 days following date due. Refer to **Appendix A** for services covered by the monthly fee under the terms of this Agreement.

Covered Equipment

Managed Computers: 9 (Desktops & Laptops)
Managed Server Hosts: 1
Managed Servers: 1

Covered Software Application

[illegible]



It is understood that any and all Services requested by Client that fall outside of the terms of this Agreement will be considered Projects, and will be quoted and billed as separate, individual Services.

Any new additions added to the agreement will automatically increase the fee as discounted and listed per;

1. Additional Computer	\$ <u>74.99</u>
2. Additional Server Host	\$ <u>74.99</u>
3. Additional Server	\$ <u>149.99</u>

Purchasing

The Providers purchasing policy is 100% payment up front for all Hardware/Software purchases.

Service Outside Normal Working Hours

The Providers normal hours of operation are Mon-Friday 8:00 am-5:00 pm, excluding statutory holidays. Services provided outside of the normal working hours shall be subject to provisions of I.T. Partners overtime rates \$170/hr. Work at all times must be prioritized within the normal working hour's service schedule unless mutually agreed.

Limitation of Liability

Except in cases of extreme misconduct or negligence by the Provider. In no event shall Provider be held liable for indirect, special, incidental or consequential damages arising out of Services provided under this Agreement, including, but not limited to, loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other costs.

Suitability of Existing Environment

In order for Client's existing environment to qualify for Service Provider's Managed Services, the following requirements must be met:

1. All Servers with Microsoft Windows Operating Systems must be running Windows 2008 Server or later, and have all of the latest Microsoft Service Packs and Critical Updates installed.
2. All Desktop PC's and Notebooks/Laptops with Microsoft Windows Operating Systems must be running Windows 7 Pro or later, and have all of the latest Microsoft Service Packs and Critical Updates installed.

Relationship of the Parties and Non-Solicitation

Without the express written consent of the Provider (which consent may be unreasonably withheld by the Provider), the Client agrees not to, directly or indirectly:

- (a) solicit, encourage or facilitate any existing clients or customers of the Provider including, but not limited to, any clients or customers of the Provider as at the date prior to the commencement of this Agreement and/or as at the date of termination of this Agreement, to alter, modify, vary, diminish or cease their client or customer relationship with the Provider; or
- (b) solicit, induce, encourage, or facilitate any employees or full time sub Providers of the Provider, to leave the employment of or sub Provider relationship with, the Provider,
- (c) not hire or attempt to hire or employ any of the Providers employees or sub-contractors,

During the Term and for a period of twelve (24) months following termination or expiry of this Agreement.

The Client acknowledges and agrees that the non-solicitation covenants contained in this Provision are reasonably required to protect the interests of the Provider. The Client hereby irrevocably waives (and irrevocably agrees not to raise) as a defense any issue of reasonableness in any proceeding to enforce these non-solicitation provisions.

The parties further agree that in the event that any portion of the non-solicitation covenants contained in this provision, or their application to any circumstance, shall be held to be invalid or unenforceable to any extent, the remainder of such covenants or their application to any circumstances other than that to which it has been held to be invalid or unenforceable, shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law, it being the intent of this provision that if any of the foregoing covenants are found to be unreasonable to any extent by a Court of competent jurisdiction adjudicating upon the validity of these covenants, whether as to the scope of the restriction or the duration of the restriction, then such restriction shall be reduced to that which is in fact declared reasonable by such Court, or a subsequent Court of competent jurisdiction requested to make such a declaration.

The non-solicitation provision shall survive the termination or expiry of this Agreement.



Summary of Services

Appendix A – Inclusive and Attached

I.T. PARTNERS INC.

Per: _____ c/s

Name: Troy Thibert

Title: Chief Executive Officer

I/We have the authority to sign on behalf of the Corporation.

HUDSON'S HOPE PUBLIC LIBRARY

Per: _____ c/s

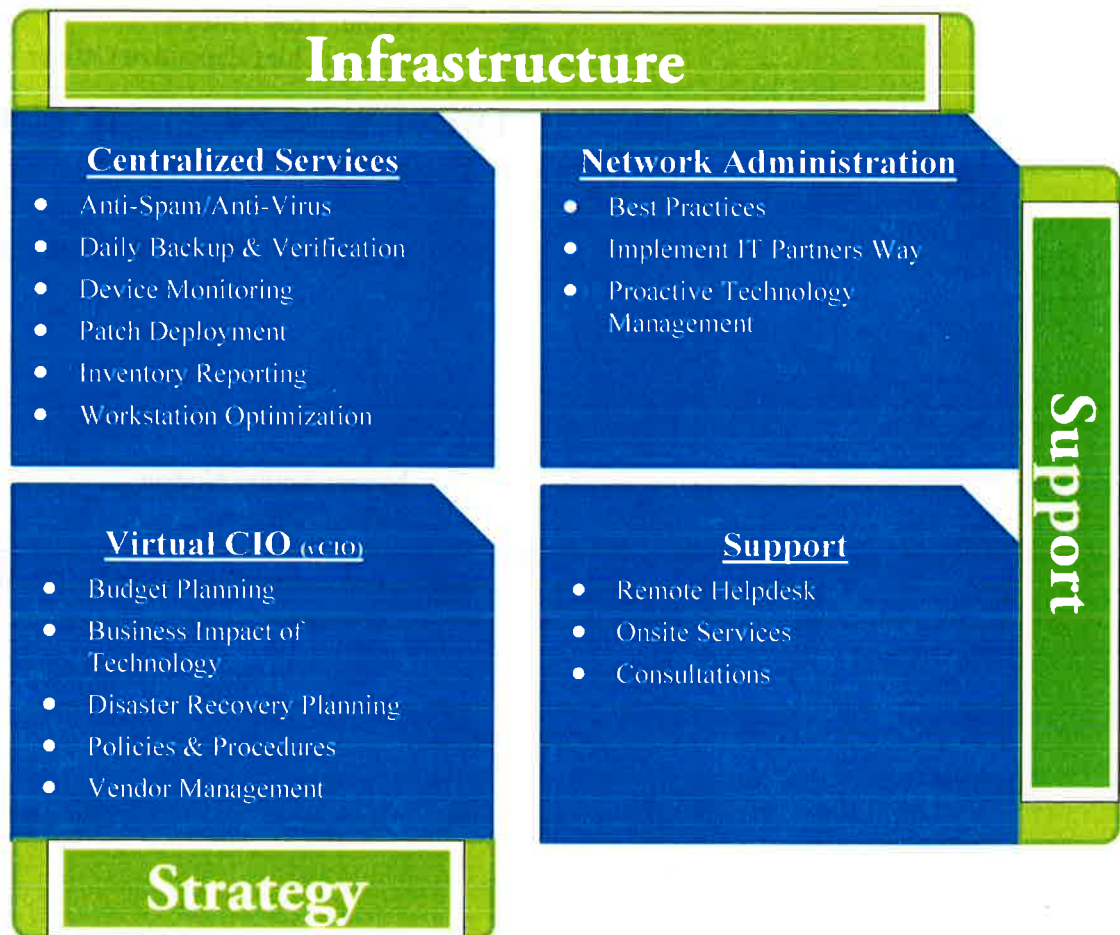
Name: Amber Norton

Title: Director

I/We have the authority to sign on behalf of the Corporation.

Appendix A

Summary of Services;



Deliverables

Your IT team works within the following processes:

1. **Support** deals with reactive issues as they arise;
2. **Centralized Services** ensures the tools are performing to the best of their ability in the environment and provides reports for senior personnel to review;
3. **Network Administrator** is responsible for analyzing data given to him by Support and Centralized Services teams, ensures the environment conforms to Best Practices, and further enhances the environment;
4. **vCIO** analyzes technical data and meets with client to explain the business risk and business opportunities that exists with technology vCIO develops and maintains both a short term and long term business strategy with the client. The vCIO will meet with the client representative at least every sixty (60) days to review the Strategy and discuss opportunities for improved efficiencies and implementation of Technology developments and/or enhancements that will provide cost savings, Productivity improvements, or competitive advantage for the clients business.

Support

Providing onsite service and consultations within the Network Admin, Account Executive and vCIO roles.

Remote helpdesk access with a target of 1 hour response on all tickets/calls and an additional target of 75% same day resolution time.

Helpdesk

1. Capture info
2. Set expectations
3. Resolve or escalate
4. Ensure customer satisfaction

Centralized Services

All computers and servers on the domain receive the following maintained automated services:

Daily

1. Remote maintenance agent reports errors as they occur (installed on all computers and servers)
2. Deep anti-virus scan on each computer and server
3. Backup verification reporting & monitoring



4. Desktop optimization
5. Temp file cleanup
6. S.M.A.R.T. hard drive checkup
7. Disk defrag

Weekly

1. Deep anti-virus scan on all network devices

Monthly

2. Security patches installed on server/computers
3. OS updates installed on server/computers
4. Java, Adobe, and browser updates installed on server/computers
5. Inventory report produced and sent to Net Admin (can be supplied to client upon request)

Network Administration

Regular quarterly on site visits (approx. ½ day or as required). Meets with vCIO and client business contacts to;

1. Develop, document and maintain technical knowledge of the client environment
2. Perform regular alignment and proactive service tasks
3. Complete scheduled reactive ticket tasks as assigned
4. Simple implementation or upgrades
5. Train users to use helpdesk
6. Standardization through best practices – identifies areas of technical risk and documents findings
7. Minimize reactive issues
8. Identify technical risk
9. Verify centralized services
10. Technical alignment of strategy and goals
11. Implement vCIO and business client priorities
12. Technical relationship with the client discussing work completed
13. Continuous monthly meetings and establish alignments with vCIO

vCIO

Regular scheduled meetings (within every 60 days) with business contact to establish and maintain;

1. Client Strategy with Activity Tracking
 - a. Identify risks
 - b. Create and maintain long term goals and strategy
 - c. Understand the clients business to help make better technology decisions

- d. Prioritize areas of need and improvement
- e. Budgeting & planning
- f. Summary of lower priority items
- 2. Leverage Network Admin
 - a. Regular scheduled meetings discussing and reviewing established client goals and strategy
 - b. Discuss priorities of need
 - c. Discuss issues & escalations
 - d. Priority plans and implementation
- 3. Vendor Management
 - a. Review/assess or work with vendors as required
- 4. Assist with IT policies and procedures as required
 - a. Disaster recovery plan
- 5. Think Tank Team Meetings
 - a. Regular monthly meeting with entire tech team to review client strategy, issues and generate business solutions for client goals
- 6. Provides consulting as required



We have prepared a quote for you

Library Connection Quote


Quote # 001156
Version 1

Prepared for:

District of Hudson's Hope

Dwylla Moraice
clerk@hudsonshope.ca

Hardware

Item	Description	Price	Qty	Ext. Price
01-SSC-0651	Dell SonicWALL SOHO - Security appliance - with 1 year TotalSecure	\$590.81	2	\$1,181.62
				
UAP-AC-LR	Ubiquiti UniFi AP-AC-LR Wireless Access Point	\$219.99	2	\$439.98
JG926A	HP 1920 - 24G - PoE (370W) Switch	\$998.20	1	\$998.20
JG922A	HP 1920 - 8G - PoE (180W) Switch	\$493.79	1	\$493.79

Subtotal: \$3,113.59

Services

Item	Description	Price	Qty	Ext. Price
ITPPProject	Project Labour to connect Library into DOHH Server farm (One Time Fee)	\$4,950.00	1	\$4,950.00
	Project			
ITPPProject	Travel Cost *Assuming it is done at the same time as DOHH Server Project (One Time Fee)	\$500.00	1	\$500.00
ITPPProject	Additional Cost Per Computer Added To DOHH's Managed Services Agreement (Monthly Fee)	\$74.99	9	\$674.91

Subtotal: \$6,124.91

#206-11101, 104 Ave
Grande Prairie, Alberta T8V 8H6
www.itpartners.ca
780-513-4455



Library Connection Quote



Prepared by:

I.T. Partners
Kim Thibert
780-513-4455
Fax
admin@itpartners.ca

Prepared for:

District of Hudson's Hope
Box 330 9904 Dudley Drive
Hudson's Hope, BC V0C 1V0
Dwylla Moraice
clerk@hudsonshope.ca
2507839901

Quote Information:

Quote #: 001156
Version: 1
Delivery Date: 01/12/2016
Expiration Date: 01/25/2016

Quote Summary

Description	Amount
Hardware	\$3,113.59
Services	\$6,124.91
Subtotal:	\$9,238.50
Tax:	\$461.93
Total:	\$9,700.43

All product requires 100% payment up front prior to ordering.

Signature _____

Date _____

Hudson's Hope Public Library Operating Budget 2016 - Notes

REVENUE:

Municipal grant: the difference between the expenses and all other revenue

Provincial Book Grant: based on population

BC One Card: grant to help with expenses for the mailing, and handling of books borrowed by the BC One Card

LSB – ILL Grant: this grant covers the cost of our Interlibrary Loan agreement with other BC libraries. For each book we lend to another library we are given a set amount of dollars each year.

Equity Grant: To be used for literacy programs, special collection development and outreach to minorities.

Interest Income: interest earned on the Library bank accounts

Other Revenue: estimated income from photocopying/fax revenues, fines, sale of used books/videos, fund raising, donations etc.

NELF Subsidies: the North East Library federation offers subsidies each year. \$1000 to be used toward travel and associated expenses, Database subsidies, technology grants, training grants. The total amount is variable from year to year but the \$1500 estimate should reflect an average of what has been provided to our library in the past.

Other Grants: additional grants received in 2016

Book Club Admin: funds paid for cataloguing and processing book club materials. We house a collection of sets of 10 books per title that is shared among 39 libraries across the province. This increases our ILL grant every year. Starting in 2016, the HHPL Director will be responsible for financial management of the collection as well.

Capital Reserve, Fundraising, Building, and Literacy: These lines were added in order to offset the capital expense lines that may have made our bottom line seem over budget each year. Three of these lines are set to zero so that funds can be transferred from reserve accounts (Literacy, Building, Fundraising, Director and Capital) to compensate for any unforeseen expenditures throughout the year.

EXPENSES:

Utilities:

Projected expenses with an increase of 10% added to actual expenditure for 2015.

Capital Budget:

In past years our capital expenses were tracked on our operating budget but a revenue line was not included to reflect the fund transfers from our savings accounts. We now provide a budget forecast for foreseeable capital expenditures, and the corresponding fundraising and building revenue lines will be augmented based on unforeseen expenditures and funds transferred in to the operating account.

Director: This is an annual amount allocated to the Director for capital purchases up to \$500 annually.

Server etc.: The cost for the server replacement was more than originally anticipated as we came up with a budget with our current Computer Tech for him to carry out. Our Tech is not now available to do the upgrade so we will be incurring a much higher expense than originally anticipated. We will be replacing our server, switch and Wi-Fi setup early in 2016.

Taxes: Taxes are included in wage calculations as the employee's gross pay and the employer's portion is separated out on the corresponding tax budget lines.

EI – gross earnings (1.78 employer's portion) x 1.4 employees share

CPP – gross earnings (.0495% employer's portion)

WCB – 0.14% of gross wages from previous year

*** Projected for HHPL income only.**

Personnel: Regular Employees

Director - gross wages (\$.50 increase)

\$24.00/hr. X 32 hours/week x 52 weeks \$39,936.00

\$24.00/hr. X 24.0 hours for meetings & training \$ 576.00

\$24.00/hr. X 20.0 hours for board meetings \$ 480.00

\$24.00/hr. X 30 hours for Vacation coverage \$ 720.00

(Averages 33.4 hours per week)

Director Total: \$41,712.00

(Net wages = \$33,243.12 / 1738 hours per year = \$19.13/hour: \$4.87 less per hour than gross*)

Library Clerk Bookkeeper - gross wages (\$.35 increase)

\$18.45/hr. X 22 hours/week x 52 weeks \$21,106.80

\$18.45/hr. x 24.0 hours for meetings & training \$ 442.80

\$18.45/hr. X 35 hours for Vacation coverage etc. \$ 645.75

(Averages 23.1 hours per week)

Library Clerk/ Bookkeeper Total: \$22,195.35

(Net wages = \$17,743.48 / 1203 hours per year = \$14.75/hour: \$3.70 less per hour than gross*)

Library Clerk Programs – gross wages (\$.35 increase)

\$18.45/hr. X 22 hours /week x 52 weeks \$21,106.80

\$18.45/hr. x 24.0 hours for meetings & training \$ 442.80

\$18.45/hr. X 15 hours for Vacation coverage etc. \$ 276.75

(Averages 22.75 hours per week)

Library Clerk – Programs Total: \$21,825.55

(Net wages = \$17,447.70 / 1183 hours per year = \$14.75/hour \$3.70 less per hour than gross*)

Custodian – gross wages (\$.35 increase)

\$17.35 x 4.0 hours /week x 52 weeks \$ 3,608.80

\$17.35 x 2.0 hours /month x 12 months \$ 416.40

(Averages 4.5 hours per week)

Custodian Total: \$ 4,025.20

Personnel: New Employees

Courier – gross wages (\$.35 increase)

\$15.00 x 2.5 hours /week x 52 weeks \$ 1950.00

\$50.00 allocated for extra time \$ 50.00

(Averages 4.5 hours per week)

Courier Total: \$ 2,000.00

Young Adult Program Library Clerk – gross wages

\$14.95/hr. X 15 hours/week x 12 weeks \$ 2691.00

\$15.30/hr. X 15 hours /week x 40 weeks \$ 9180.00

\$15.30/hr. x 24.0 hours for meetings & training \$ 367.20

\$15.30/hr. X 15 hours for Vacation coverage etc. \$ 229.50

(Averages 15.75 hours per week)

Library Clerk – Programs Total: \$12,467.70

(Net wages = \$17,447.70 / 1183 hours per year = \$14.75/hour*)

Staff Expenses:

Staff Conferences & Meetings

- BCLA/BCLTA – location variable
- Rural libraries Conference – Grande Prairie
- Beyond Hope Conference – Prince George
- NELF workshops and meetings – usually Fort St John
- ABCPLD – location variable, Library Director only, up to 2 times per year

Staff Travel: includes mileage, hotel, flight costs, vehicle rental, parking fees and meal expenses

Staff Training:

- NELF workshops
- Training outside normal work hours

Library Board Expenses:

Board conferences and meetings – many of the same opportunities as library employees

Board travel - includes mileage, hotel, flight costs, vehicle rental, parking fees and meal expenses

Library Memberships - BCLTA

Board training – new line to allow more Board members to receive training at the same time locally.

Reading Materials:

Periodicals: increase of \$50, 4% increase

Databases: reduced to reflect NELF subsidy and actual expenditure for 2014.

Book Covers & Spine Labels: reduced as literature provider that charged for these services is now a lesser used supplier and we do our own processing

Children's Collections: separated in to individual budget lines based on 2015 and 2014 purchases. Same original budget allocation applies.

Administration:

Computer Software: Increased as AVG is a two year subscription due in December 2016 for renewal, this may also be affected by preferred antivirus provider of Tech Services.

Advertising:

- Community Calendar \$ 50.00
- Miscellaneous \$100.00

Promotion:

- Fall Fair Prizes: \$ 50.00
- Miscellaneous \$100.00

Promotion-Books:

- Book Draws \$200.00
- Fundraiser Prizes \$100.00
- Miscellaneous \$100.00

Reading Programs: Two children's programs and the summer reading club.

Young Adult Programs: A new program to be implemented by new Young Adult Librarian.

Miscellaneous: This line went over budget in 2015 as we had NELF initiatives that were not budgeted for. These expenditures were also reimbursed by NELF under miscellaneous revenue in 2015 and some are expected in 2016 as well for 2015.

Deposit Returned: This line is for Temporary Library Card holders. Patrons are able to obtain a temporary library card if they do not have a permanent address in Hudson's Hope. There is a \$20 deposit required to obtain a Temporary Card, and this line will fluctuate as an expense if these funds are returned. The revenue for this line is included under other revenue.

Website Expense: we pay a flat rate every month for our website which is hosted by a provincial website platform. <http://hudsonshope.bc.libraries.coop/>

Hudson's Hope Public Library Operating Budget 2016

[illegible]

Site C Construction Schedule: January 25 to February 7

The following construction activities are scheduled to occur January 25 to February 7:

- Construction of the worker accommodation lodge and other buildings will continue, as modular dormitory units are transported to the dam site and installed.
- Clearing, excavation and road construction will continue on the north bank of the dam site.
- Excavation and in-river roadwork will continue in and around the Peace River at the dam site.
- Construction of the temporary Peace River construction bridge will continue. Pile driving, including vibratory hammering, is being used to construct the bridge.
- Vegetation and tree clearing will occur in the area in and around the confluence of the Moberly River and along the Peace River.
- Operations will continue in Wuthrich Quarry.
- Clearing and other work will continue on the south bank. Road maintenance activities will continue on the south bank petroleum development roads.
- Security gates, fences, guard buildings and mobile trailers will be installed.
- A helicopter may be used to move timber from clearing areas to storage areas on the south bank.
- Installation of a new 25 kV distribution line will continue along public roads on the north bank.
- Installation of a new telecommunications fibre cable will continue along public roads on the north bank.
- The main civil works contractor is expected to begin mobilization of crews and equipment to the dam site area.

Please note that all activities listed in this construction bulletin are based on the latest information in our construction plan and are subject to change.

What to Expect

While this work takes place, local residents can expect the following:

- There will be additional truck traffic in the area as construction crews mobilize, the hauling of rock and timber continues, and as modular camp units are transported to site. This will include increased industrial traffic on resource roads and public roads from Chetwynd leading to the site on the south bank.
- Work to construct the temporary Peace River construction bridge will take place seven days per week, with periodic pile driving.
- Early morning and/or night shifts may be scheduled, in addition to shifts on the weekends. Some noise will occur in the vicinity of the dam site and along public roads as a result of the scheduled construction activities. BC Hydro will monitor noise levels throughout the construction period.

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- Some noise and vibration will result from the periodic blasting that is occurring in Wuthrich Quarry.
- For boater and worker safety, boats will need to stay clear of active in-river work areas, which will be clearly identified with signage and markings.
- Some noise will result from the helicopter — which may be in use periodically during this period — as felled wood is flown to a storage area for further processing.