

DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Tuesday, February 9, 2016 at 6:00 PM

1. Call to Order:

2. Notice of New Business:

Mayor's List

Councillors Additions

CAO's Additions

3. Adoption of Agenda by Consensus:

4. Declaration of Conflict of Interest:

5. Adoption of Minutes:

M1 January 25, 2016 Regular Council Meeting Minutes

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6. Business Arising From the Minutes:

7. Delegations:

D1 Hudson's Hope Rod and Gun Club – Lease

Page 7

D2 Lynx Creek RV Park - TUP

Page 9

D3 Hudson's Hope Public Library – Server and Hardware Upgrade

Page 21

8. Staff Reports:

SR1 Committee Appointments 2016

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SR2 Animal Control Warden Contract

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SR3 Youth Volunteer of the Year

Page 47

SR4 Community Tree Planting Rebate Policy

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SR5 Financial Grant Assistance Policy

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SR6 Crown Grant Offer

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9. Bylaws:

None

10. Correspondence

C1 Northern Health – New nurse practitioners

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C2 NCLGA's 2016 Annual General Meeting & Convention

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11. Reports by Mayor & Council on Meetings and Liaison Responsibilities

CR1 North Peace Credit Union AGM

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12. Old Business:

13. New Business:

14. Public Inquiries:

15. Adjournment:



REGULAR COUNCIL MEETING
January 25, 2016
6:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

Present: Council: Mayor Gwen Johansson
Councillor Travous Quibell
Councillor Nicole Gilliss
Councillor Dave Heiberg
Councillor Kelly Miller
Councillor Heather Middleton

Staff: CAO, Tom Matus
Director of Protective Services, Robert Norton
Foreman of Public Works, Layton Bressers
Deputy Clerk, Dwylla Moraice Budalich

Absent: Councillor Caroline Beam

Other: 1 in gallery

1. **CALL TO ORDER:**
The meeting called to order at 6:01 p.m. with Mayor Johansson presiding.
 2. **NOTICE OF NEW BUSINESS:**
Mayors Additions: 1) Mayor's absence 2) Agricultural Land Consultation
Councillors Additions:
Staff Additions:
 3. **ADOPTION OF AGENDA BY CONSENSUS:**
The January 25, 2016 Council meeting agenda was adopted by consensus.
 4. **DECLARATION OF CONFLICT OF INTEREST:**
 5. **ADOPTION OF MINUTES:**
- M1 **January 11, 2016 Regular Council Meeting Minutes** 0550-01
RESOLUTION NO.009/16
M/S Councillors Heiberg/Quibell
THAT:
"The minutes of the January 11, 2016 Regular Council Meeting be adopted as written."
CARRIED

6. **BUSINESS ARISING OUT OF THE MINUTES:**

- BA1 **Trans Canada** Councillor Miller met with Trans Canada, Catie Underhill, when she was in town on January 24th. They discussed the replacement of the existing Lions Van, to a more accessible vehicle. Councillor Miller will continue to have contact with Trans Canada on the needs of the community. **6660-20**
- BA2 **BA6 PRRD Mtg. Dec 11th – seal not being used.** Is there something in the Act. **0400-50**
Staff to follow up.
- BA3 **NB2 Dates for Budget Meeting** **1700-01**
- 2015 package will be ready for the week of February 7th
 - 2016 review of initial Budget February 15th 6:00 pm

7. **PUBLIC HEARING**

- PH1 **Proposed Official Community Plan Amendment Bylaw 854, 2015 and Proposed Zoning Amendment Bylaw 855, 2015** **3900-01**

William Lindsay – 10106 Dudley Dr. Hudson's Hope, BC

- Letter submitted also with concerns
- This is not speeding up the process
- Clarke Avenue has vacant serviced lots
- Ardill Avenue is already zoned Light Industrial why not use that
- Remember – OCP does not bind a council to do

Response:

- These areas mentioned for LI are currently privately owned – not selling and other properties mentioned are impacted by Site C along the river.
- Costs are unknown – need to rezone in order to get the costs of the land.
- Goal is to maintain the integrity of the community
- Make it affordable to industry
- Ardill/Jamieson/Wallace – concerns with this location

Darrin Thompson – 4633 Reschke Road Hudson's Hope, BC

- Having LI area will be a benefit to community
- Industrial person in Lynx Creek Subdivision previously – this could affect my property value.
- LI available – down the road possible.
- Have seen how local company can grow town – even small industry can create employment
- Concern about the school – companies/industry come in to attract families.

Nancy Smith – 9005 Jamieson Avenue Hudson's Hope, BC

- Would like to submit petition
- Riding trails and multipurpose trails used for years by people
- Taking away the only trail
- Too close to residential

- Bad enough YRB and now new public works shop
- Ruin our property value
- Building roads – say it is not going to increase taxes
- Theatre/Bakery/Garages have come and gone
- How are you going to get companies here?
- No industry to support the industry

Mayor Gwen Johansson - Thank you all for coming out to the Public Hearing. Many submissions in writing have been received also. Copies are available if anyone would like; and can be requested at the District Office during regular office hours.

Hearing declared closed at 6:35pm

M/S Councillors Gilliss/Heiberg

THAT:

"Council go directly to Section 9 of the agenda – Bylaws to complete this portion while public are present."

CARRIED

9. **BYLAW:**

Comments from Council before resolution:

- This will get us to the next step
- Accessing cost of land
- Just to next step – not councils intent to put a burden on town
- Adhere to mandate of public
- Need to make next step
- Key piece to secure rest of land in area
- Part of one large process

B1 **OCP Amendment Bylaw 854, 2015**

3900-01

RESOLUTION NO.010/16

M/S Councillors

THAT:

"Council give second and third reading; and adopt the Official Community Plan Amendment Bylaw No. 854, 2015."

CARRIED

Comments from Council before resolution:

- Reiterate – this does not mean LI is a go ahead
- Needed for steps to make final decision
- Appreciate input from public on both sides
- Facilitate group to enhance the Jamieson Woods

B2 **Zoning Amendment Bylaw 855, 2015**

3900-01

RESOLUTION NO.011/16

M/S Councillors Heiberg/Middleton

THAT:

"Council give second and third reading; and adopt the Zoning Bylaw Amendment No. 855, 2015."

CARRIED

8. **STAFF REPORTS:**

- SR1 **RFD – Surplus Equipment – 1980 Olympia Ice Resurfacer Sale** **1090-01**
RESOLUTION NO.012/16
M/S Councillors Quibell/Middleton
THAT:
"Council approve the sale of the 1980 Olympia ice resurfacer by
sealed bid "as is, where is" process."
CARRIED
- SR2 **Annual Community Water System Report for Hudson's Hope** **5280-14**
FOR INFORMATION – to be included in the February Bulletin
- SR3 **CAO, Action and other updates** **0110-01**
FOR INFORMATION

10. **CORRESPONDENCE:**

- C1 **TransCanada – Coastal GasLink Pipeline Project Activity** **6660-20**
Update
FOR INFORMATION
- C2 **Richard McCrea – Request for Delegation** **0400-20**
 - Invite Dr. McCrea to present – he wants to come in the winter
 - Mayor to send an email to invite him to the February 22nd Regular Council Meeting
 - Put out to community for requests – Mayor to include in February Bulletin
- C3 **Friends of Hudson's Hope – Thank you** **0220-01**
FOR INFORMATION
- C4 **Alaska Highway Heritage Project – Nomination for National Historic Site** **0360-01**
FOR INFORMATION
- C5 **NPSCU – AGM Invitation** **0360-01**
RESOLUTION NO.013/16
M/S Councillors Middleton/Miller
THAT:
"Council approve up to two council members to attend the North Peace Savings and Credit Union Annual General Meeting on February 2, 2016 in Fort St. John."
CARRIED

Councillor Heiberg to attend – staff to let NPSCU know that he will be attending.
- C6 **Kristine Bruce – Request for Support of Treaty 8 Stewards of the Land** **0220-01**
FOR INFORMATION – Mayor to contact K. Bruce

- C7 **NEBC Resource Municipalities Coalition – Invitation to Join** **6660-20**
FOR INFORMATION
- Good research the group is doing
 - Be present and attend functions
 - Continue to monitor rather than join at this point
 - Next forum April 18
- C8 **BC Economic Development Association – 2016 Minister's Dinner** **0360-01**
FOR INFORMATION
- C9 **Patricia Markin – Public Artwork Proposal** **0220-01**
Staff to do letter to P.Markin.
- Cannot commission individual
 - Would have to open to all local artists.
 - Not in lobby – too big of item, dusty
 - Life cycle cost of art
- C10 **Hudson's Hope Public Library – Server and Hardware Upgrades** **0230-20**
Staff to invite Hudson's Hope Library to next meeting as delegation to present their request.
- C11 **BC Hydro – Construction Bulletin** **6660-20**
FOR INFORMATION
11. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISONS RESPONSIBILITIES:**
- CR1 **Mayor Absent** **0530-01**
Mayor will be out of town stating week of 25th of January for unknown length of time. Councillor Beam will be acting mayor.
- CR2 **\$20 million Agricultural Fund**
- Accepting comments until the 29th of January
 - Does council want to submit anything?
 - Put money where impacted most
 - Should be focussed on area impacting
 - Horticultural sector affected most
 - **Mayor to draft letter and forward to councillors before finalized.**
- CR3 **Medical Services Working Group Meeting** **0540-01**
- Have meeting before doctor goes – exit talk
 - Incentive package max \$30K
 - Mayor sent message to D. Thompson, BC Hydro, to let him know council's cap
 - D. Thompson willing to help with housing – but no further commitment at this time.
 - No clear if housing is for locum?
 - Incentive package does not refer to locum, only for permanent doctor.
 - set meeting date for Committee – Tuesday, February 23rd

- Confirm Dr. Hubner can meet for this date
- Invite BC Ambulance, Rick Louckes, and local attendants
- Issues for ambulance – scheduling/manning
- How many days a month we don't have an ambulance?
- What happened to all the candidates from EMR course?
- Protective Services to attend meeting
- Mayor to contact Doctor and BC Ambulance to confirm meeting date.

12. **OLD BUSINESS:**

13. **NEW BUSINESS:**

14. **ADJOURNMENT:**

Mayor Johansson declared the meeting adjourned (8:00 p.m.)

DIARY

Diarized

Conventions/Conferences/Holidays

DY1	<i>PRRD: Solid Waste Disposal</i>	<i>05/12/14</i>
DY2	<i>Airport Resurface and Redevelopment</i>	<i>05/12/14</i>
DY3	<i>Co-Op Correspondence Re: Card Lock</i>	<i>11/12/13</i>
DY4	<i>Capital Projects Meeting (every 6 months)</i>	<i>10/14/14</i>
DY5	<i>Financial Assistance Grant Policy</i>	<i>03/09/15</i>
DY6	<i>Special Events Contract</i>	<i>05/01/15</i>
DY8	<i>2016 Budget Meetings to start in February</i>	<i>05/11/15</i>
DY9	<i>Wood & Tent Policy Changes</i>	<i>07/13/15</i>
DY10	<i>Bylaw 588 to be looked at after Bylaw 852 adopted</i>	<i>09/14/15</i>
DY11	<i>Policy for Ice – Putting in and taking out</i>	<i>09/14/15</i>
DY12	<i>Clean up of Moraine – spring reminder</i>	<i>11/23/15</i>
DY13	<i>Building Bylaw – add new construction requirements</i>	<i>11/23/15</i>

Certified Correct:

CAO/Tom Matus

Chair/Mayor Gwen Johansson



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council: Hudson's Hope
Rod and Gun club

Subject of presentation: clarification of the status of
our lease with the municipality of
the land our range is on

Purpose of presentation:

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

Contact person (if different than above): Royce Stark

Telephone number: 250 783 0587

Email address: Royce.Stark@gmail.com

Will you be providing supporting documentation? ☐ Yes ☒ No

If yes: ☐ handouts at meeting
☐ publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

Technical requirements: ☐ flip chart
☐ multimedia projector
☐ laptop
☐ other _____

Rules for Delegations:

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

Helpful Suggestions:

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

I understand and agree to these rules for delegations

Royce Stark
Name of Delegate or Representative of Group

[Signature]
Signature

2016/18/01
Date

For Office Use	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): <u>S-16A</u>	<input type="checkbox"/> Mayor <input checked="" type="checkbox"/> CAO
Appearance date if applicable: <u>MONDAY, JAN 25TH, 6 PM.</u>	
Applicant informed of approval/rejection on (date): _____	
By (signature) _____	Date: _____

DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council: _____

Terri Clark
Dale Noach

Subject of presentation: Temporary use Permit

Purpose of presentation:

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

Approval of T.U.P.

Contact person (if different than above): Terri Clark

Telephone number: 250-783-5333

Email address: lynxrv@xplornet.ca

Will you be providing supporting documentation? ☒ Yes ☐ No

If yes: ☐ handouts at meeting
☐ publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

Technical requirements:

- ☐ flip chart
☐ multimedia projector
☐ laptop
☐ other _____

Rules for Delegations:

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- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Terr Clark
Name of Delegate or Representative of Group

[Signature]
Signature

Feb 6 / 16.
Date

For Office Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): _____	<input type="checkbox"/> Mayor <input type="checkbox"/> CAO
Appearance date if applicable: _____	
Applicant informed of approval/rejection on (date): _____	
By (signature) _____	Date: _____



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

Box 330
9904 Dudley Drive
Hudson's Hope BC V0C 1V0
Telephone 250-783-9901
Fax: 250-783-5741

APPLICATION - TEMPORARY USE PERMIT

IMPORTANT

- Incomplete applications will not be accepted

SECTION 1- APPLICANT (PLEASE PRINT)

Name: I/We hereby make application to the District of Hudson's Hope for a Temporary Use Permit

Owner Name BC Hydro - See Attached.
Please print first and last name

Owner Address _____ City _____ Prov. _____ Postal Code _____

Owner Contact Phone Number _____ Email _____

Applicant Name (if different from owner) Terri Clark

Applicant Address 19473 Hwy 29 City Hudson's Hope Prov. BC Postal Code V0C 1V0

Applicant Contact Phone Number 250-783-5333 Email lynxrv@xplornet.ca

PLEASE NOTE: IF APPLICANT IS NOT AN OWNER, A LETTER OF CONSENT IS REQUIRED

SECTION 2 - DESCRIPTION OF PROPERTY

AS INDICATED ON STATE OF TITLE CERTIFICATE

Civic Address 19473 Hwy 29 N Parcel Identifier (PID) 014-806-614

Lot/ Parcel _____ Block _____ Plan _____ Roll No. _____

Existing Use of Subject Property Campground

Existing Use of Adjacent Properties A Rural Agricultural. R02.

Present Zoning OR

Official Community Plan Map Designation Outdoor Recreation

This information is collected for the administrative and/or operational functions of the District of Hudson's Hope as authorized by the Local Government Act. This information has been collected, and will be used and maintained, in accordance with the Freedom of Information and Protection of Privacy Act. Should you have any questions above, please contact the District's CAO at 250-783-9901.

SECTION 3 - DESCRIPTION OF TEMPORARY USE APPLIED FOR:

(Two Site Plans Attached. The site plan should include legal information, setbacks, parking, access, outer perimeter of all buildings and structures, topographic features, watercourses, and any relevant cross sections, elevations, or detail drawings.)

Detailed Description of Temporary Use Applied for, including uses, buildings or structures:

Water access for Time Travel Services

Proposed conditions under which the temporary use will be carried out:

All proper Licensing is held by Time travel Services

Commencement Date of Proposed Temporary Use:

March 1 2016

Estimated Date When Temporary Use Will Cease:

March 31 2016

ADDITIONAL INFORMATION: (Reasons and comments in support of application. Use separate sheet or attach plans if required.) Time Travel will be renting Campground for approx one Month to have water access.

In making this application, the owner agrees to permit access to the property at all reasonable times by District of Hudson's Hope staff, members of council or consultants authorized by the District of Hudson's Hope, for purposes of conducting inspections of the property.

I/We Terri Clark make application to the District of Hudson's Hope for the issuance of a Temporary Use Permit.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application including any plans submitted is public information.** I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

Feb 3 2016
(Date)

[Signature]
(Applicant's Signature)

This application is made with my full knowledge and consent.

Feb 3 2016
(Date)

See Attached letter.
(Registered Owner's Signature)

SUBMISSION REQUIREMENTS (please check either "Provided" or "Not Provided")	If "Not Provided" please explain	
	Provided	Not Provided
Application Fee		
Current State of Title Certificate		
Letter of Consent from the Owner (only required if the Applicant is not the Owner)		

BC Hydro

Power smart

BC Hydro

Suite 600 Four Bentall Centre
1055 Dunsmuir Street
Vancouver, BC V7X 1V5

February 4, 2016

Myles Lee Clark and Terri Lee Clark
19473 N Highway 29
Hudson's Hope BC

BY EMAIL: tclark@npsu.ca

Dear Myles and Terri:

Re: Temporary Water Extraction – Lynx Creek Campground

Legal Description: The Fractional North West 1/4 of Section 34 Township 81 Range 25 West of the 6th Meridian Peace River District lying North West of the Peace River Except Parcel A (Plan 22969) and Except Plan 21821
PID.: 014-806-614
(the "Lands")

British Columbia Hydro and Power Authority ("**BC Hydro**"), as owner of the Lands, does not object to the proposed temporary use of the Lands by Time Travel Services Ltd. (the "**Company**") for the purposes of water extraction for a period of one month commencing March 1, 2016 (the "**Water Extraction Term**") on the following conditions:

- All required permits and authorizations have been issued for the activities of the Company on the Lands including, but not limited to, a Temporary Use Permit from the District of Hudson's Hope and a water extraction permit from the Oil & Gas Commission and /or the Ministry of Forests, Lands & Natural Resource Operations;
- The Company shall comply with the insurance obligations on the part of the tenant as provided in Part 5 of the lease of the Lands (the "**Lease**");
- The Company shall comply with all Environmental Laws (as defined in the Lease) in connection with its use and occupation of the Lands;
- The Company shall indemnify BC Hydro and its directors, officers, employees, contractors, invitees and agents (collectively, the "**Indemnified Parties**") from and against any and all claims, demands, actions and causes of action, proceedings, losses, costs (including legal, consulting or other professional fees), fines, orders, expenses, damages (including any environmental loss, injury or damage done to the Lands or the property of others), liabilities, injuries (including injuries causing death), property damage and any other matter of whatsoever nature or kind which at any time may be suffered by or made against any of the Indemnified Parties, directly or indirectly caused by, resulting from or attributable to:

- (a) any occurrence on the Lands caused by the Company or those for whom the Company is responsible at law;
- (b) any occupancy or use of the Lands by the Company or those for whom it is responsible at law; or
- (c) occasioned wholly or in part by an act or omission of the Company or those for whom it is responsible at law; and
- (d) any negligent act, omission or willful misconduct of the Company or those for whom it is responsible at law.

This indemnity shall survive the expiry of the Water Extraction Term; and

- The Company, and Myles Clark and Terri Clark, shall be jointly and severely liable for all costs related to site remediation and environmental cleanup (if any) at the end of the Water Extraction Term.


Myles Clark and Terri Clark acknowledge and agree that neither this consent nor anything contained herein shall wave or modify in any respect the rights of BC Hydro under the Lease or relieve Myles Clark and Terri Clark from the observance or performance of any of the obligations on the part of the tenant under the Lease and arising during the term of the Lease.

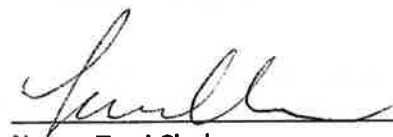
If you agree with the terms and conditions of this letter agreement, please sign at the space provided to confirm your agreement and arrange for the Company to also sign, and return a copy of the signed letter to the attention of Jim Robertson.

Yours truly,

James Thomas
BC Hydro, Properties Manager

The conditions of the Company's use and occupation of the Lands for the Water Extraction Term are agreed upon this ____ day of February, 2016.


Name: Myles Clark


Name: Terri Clark


Time Travel Services Ltd.,
by its authorized signatory
Name: DALE NOAD

DISTRICT OF HUDSON'S HOPE
LYNX CREEK MAP

DATE: NOV. 15, 1997

SCALE: 1:10000

REV.

INFINITY CONSULTING LTD.
Box 181
Farmington, B.C.
V0C 1N0
Ph/Fax: (250) 843-7332



SCHEDULE "A"
DESCRIPTION OF LANDS

Legal description: PID: 014-806-614
 The Fractional North West ¼ Section of 34
 Township 81 Range 25
 West of the 6th Meridian
 Peace River District Lying North West of the
 Peace River except Parcel A (Plan 22969)
 and except Plan 21821
 approximately 19.64 acres

11.17 Schedules. The schedules attached to this Lease form part of this Lease.

**BRITISH COLUMBIA HYDRO
 AND POWER AUTHORITY**
 By:


 Authorized Signatory
 ALLAN G. BAXTER

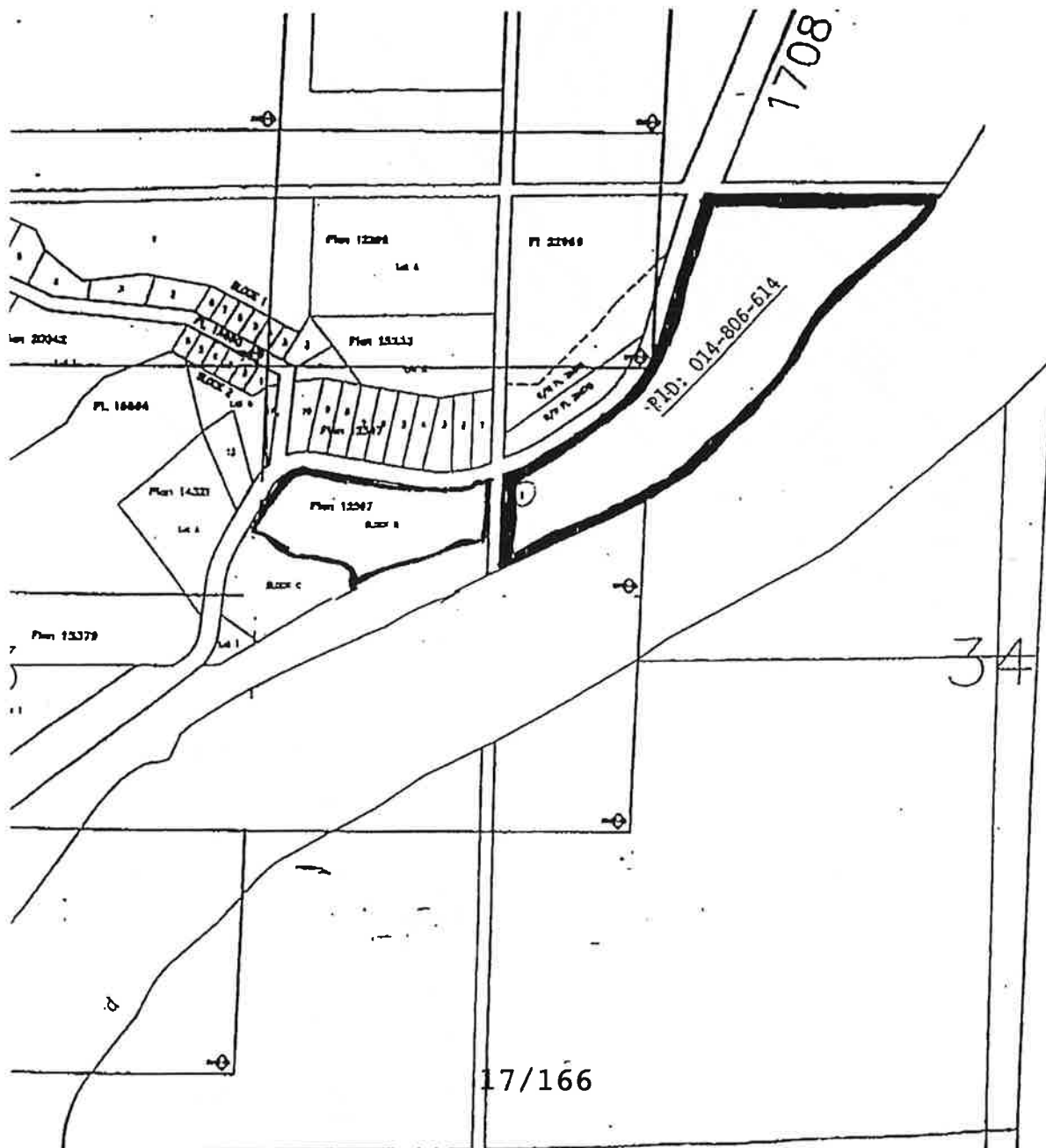
SIGNED by the TENANT
 in the presence of:

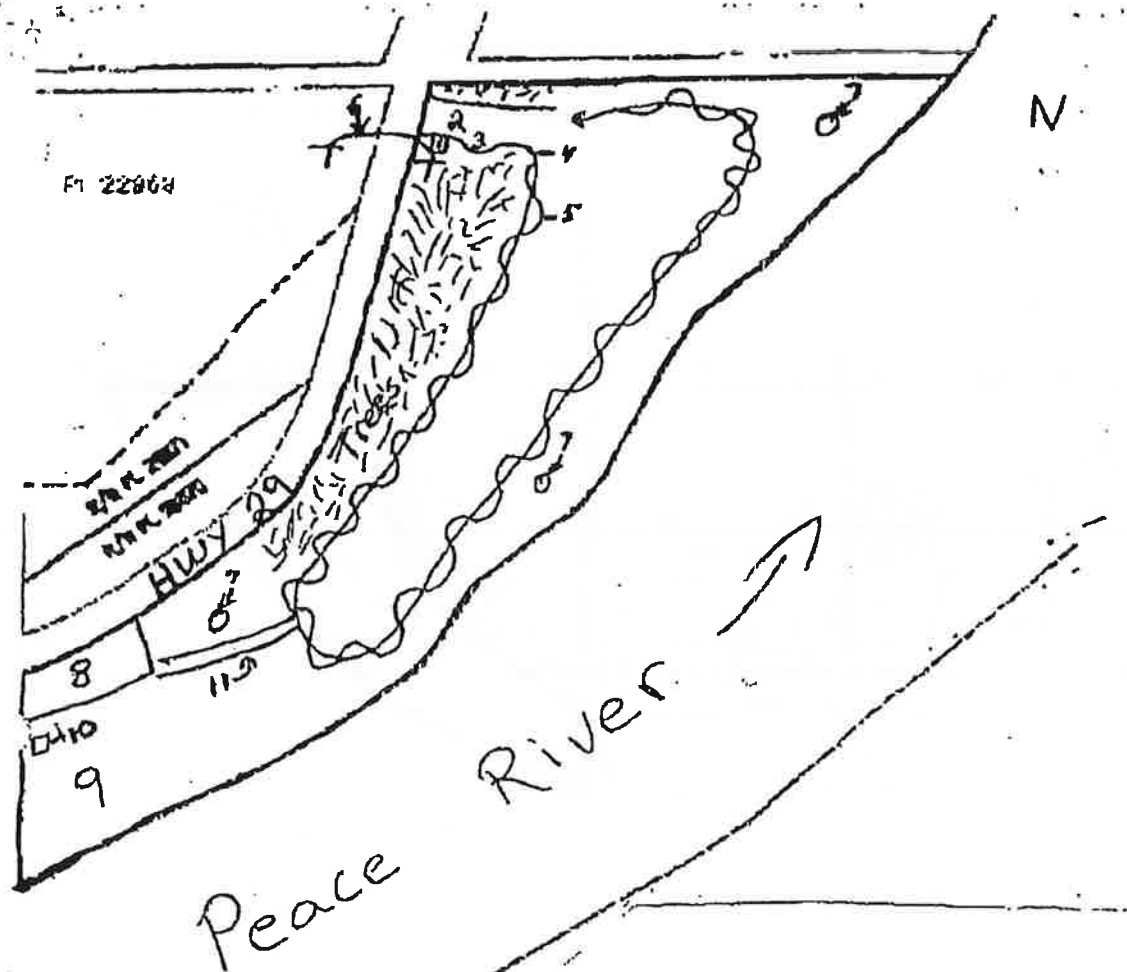
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 TENANT

PLAN

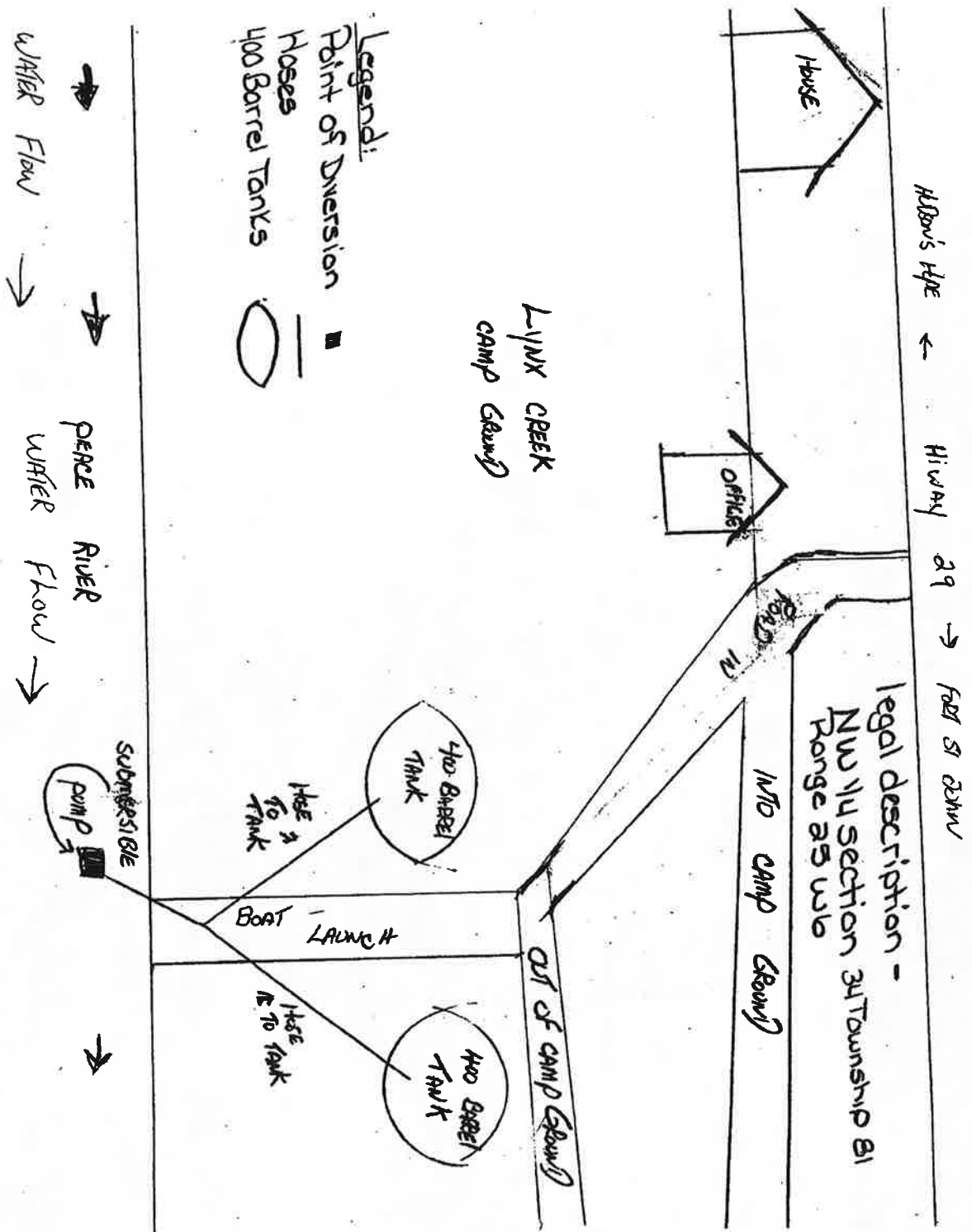


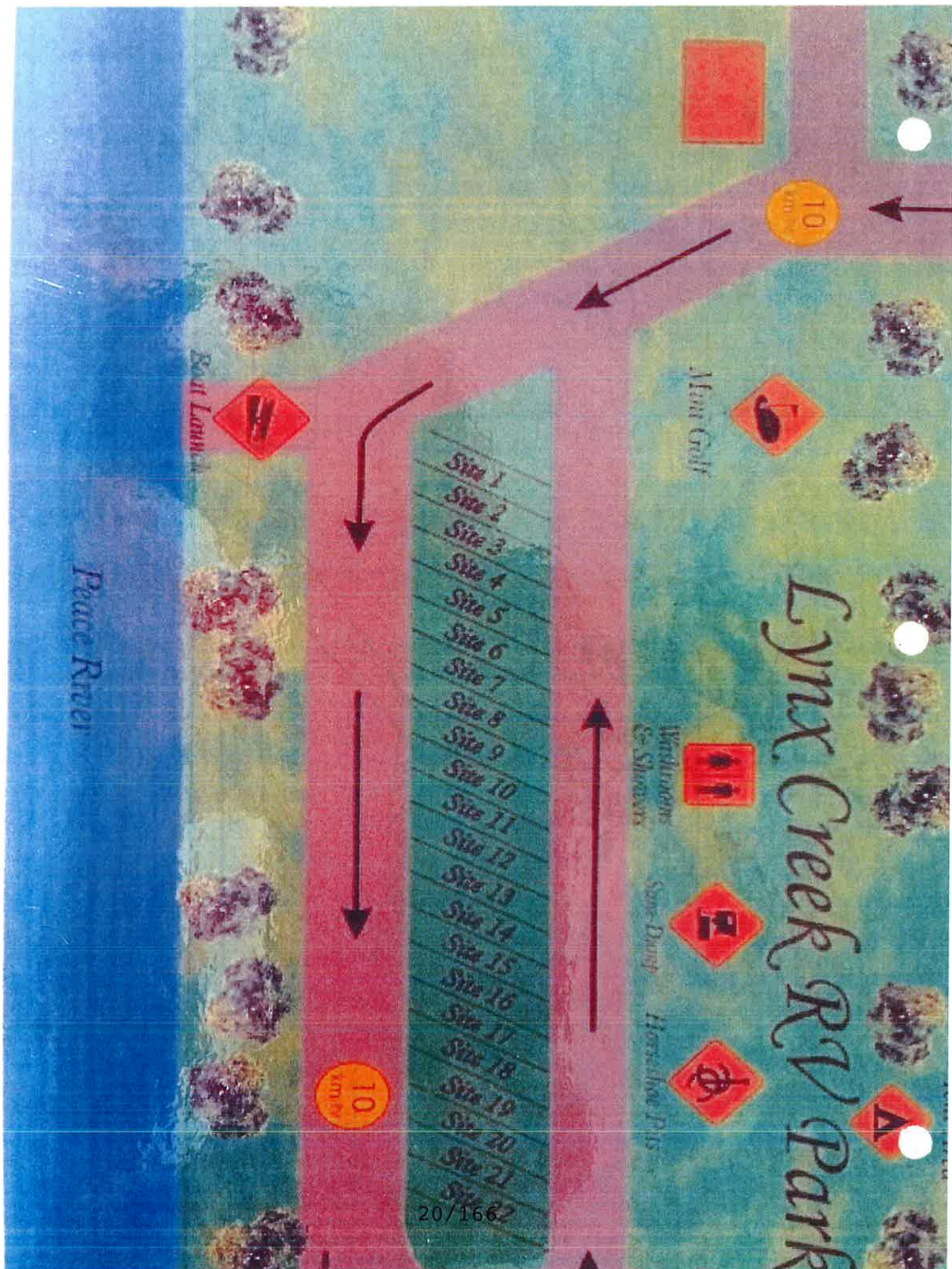


Proposed RV Campsite at Lynx Creek

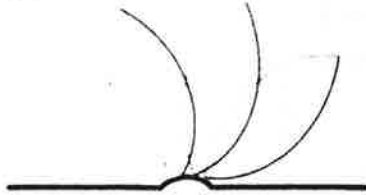
Map Reference

1. Home/Office
(New portable structure to be erected)
2. Main Road Access
3. Sewage Holding Tank
4. One-way Road Access to RV Sites
5. RV Sites
6. Power
7. Water Wells (actual sites to be determined)
8. Overflow/Parking
9. Camping (Tents)
10. Washrooms/showers (holding tanks below)
11. Road Access to Overflow/Parking





COME IN. GO ANYWHERE.



HUDSON'S HOPE PUBLIC LIBRARY

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

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

Software: _____
Software: _____
Software: _____
Software: _____
Software: _____
Software: _____



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.



3. All Server and Desktop Software must be Genuine, Licensed and Vendor-Supported.
4. The environment must have a currently licensed, Vendor-Supported Hardware Firewall between the Internal Network and the Internet.
5. There must be an outside static IP address assigned to a network device, allowing RDP or VPN access.

Costs required to bring Client's environment up to these Minimum Standards are not included in this Agreement.

Excluded Services

Service rendered under this Agreement does not include:

- 1) The cost of any parts, equipment, or shipping charges of any kind.
- 2) The cost of any Software, Licensing, or Software Renewal or Upgrade Fees of any kind.
- 3) The cost of any 3rd Party Vendor or Manufacturer Support or Incident Fees of any kind.
- 4) Failure due to acts of God, moves, building modifications, mileage and travel to locations outside of Grande Prairie & reimbursable expenses, server replacements, power failures or other adverse environmental conditions or factors.
- 5) Service and repair made necessary by the alteration or modification of equipment other than that authorized by Service Provider, including alterations, software installations or modifications of equipment made by Client's employees or anyone other than Service Provider.
- 6) Maintenance of Applications software packages, whether acquired from Service Provider or any other source unless as specified under covered software application.
- 7) Training Services of any kind unless mutually agreed.
- 8) Mileage and Travel costs

Mutual Confidentiality

The Provider/Client agree that they will not disclose, divulge, reveal, report or use, for any purpose, any confidential information with respect to the business of the Provider/Client, which the Provider/Client has obtained, except as may be necessary or desirable to further the business interests of the Provider/Client. This obligation will survive indefinitely upon termination of this Agreement.

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

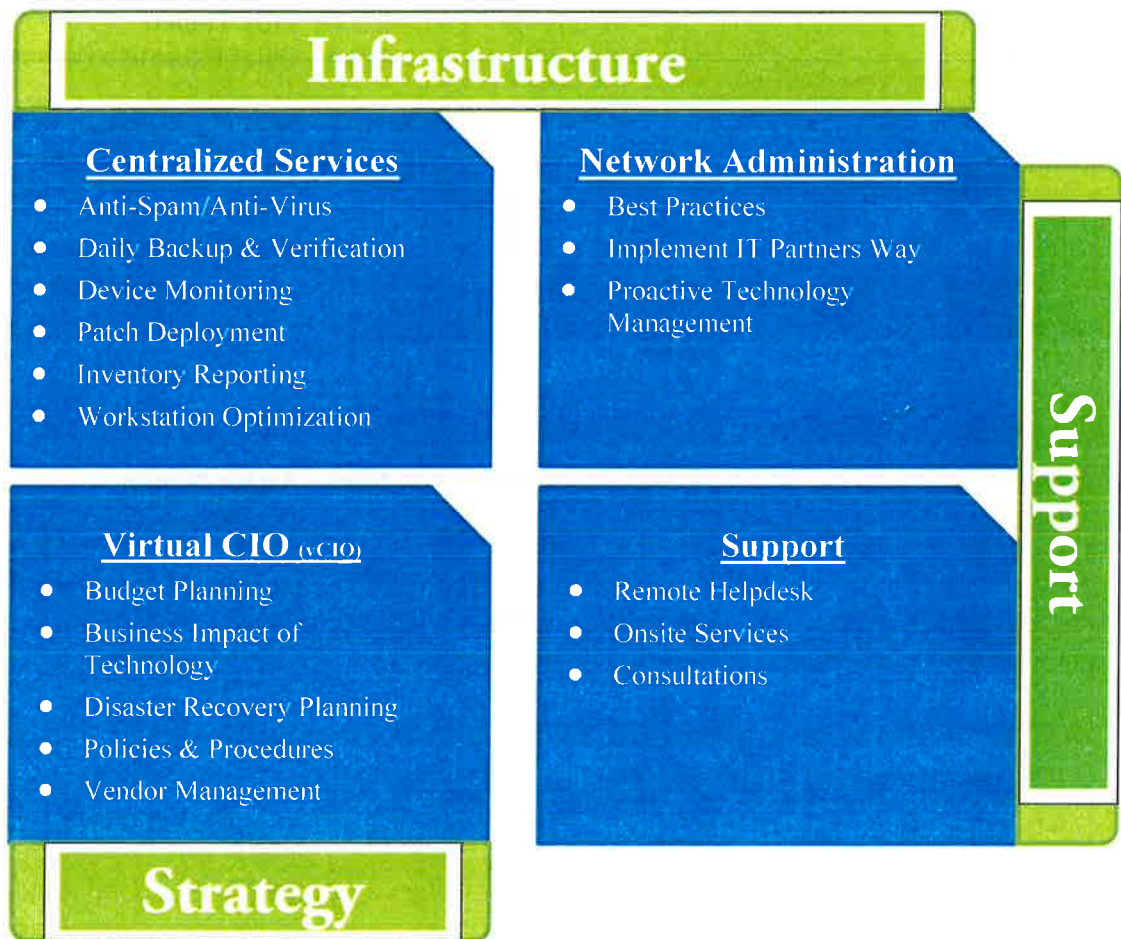
Name: Amber Norton

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

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

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



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
ITPProject	Project Labour to connect Library into DOHH Server farm (One Time Fee)	\$4,950.00	1	\$4,950.00
	Project			
ITPProject	Travel Cost *Assuming it is done at the same time as DOHH Server Project (One Time Fee)	\$500.00	1	\$500.00
ITPProject	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

Kim Thibert

Quote Summary

Description	Amount
Hardware	\$3,113.59
Services	\$6,124.91
Subtotal:	\$9,238.50
Tax:	\$461.77
Total:	\$9,700.27

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.

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

Personnel: Regular Employees

\$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)	

\$41,712.00

\$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)	

\$22,195.35

\$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)	

\$21,825.55

\$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)	

\$ 4,025.20

\$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)	

\$ 2,000.00

\$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)	

\$12,467.70

42/166

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/>

2015-2016 Library Operating Budget

venues	2015 projected	2015 actual	2016 projected	2015 projected	2015 actual	2016 projected
Municipal Grant	118,717	118,867	146,414			
Provincial Book Grant	4,093	4,093	4,093			
BC One Grant	6,350	6,350	6,350			
LSB - ILL Grant	2,335	2,797	3,350			
Interest Income	600	534	500			
Other Revenue	3,000	4,865	2,000			
NELF subsidies	1,500	0	1,500			
Other Grants	0	0	0			
Book club revenue	500	0	300			
Capital Reserve	0	0	3,500			
Fundraising	0	0	0			
Building	0	0	0			
Literacy	0	0	0			
Total Revenue	137,095	137,507	168,007			

Used for individual transfers for unforeseen expenses

Expenses	2015 projected	2015 actual	2016 projected	2015 projected	2015 actual	2016 projected
Personnel						
Director	40,373	40,344	41,712			
Library Clerk/Bookkeeper	21,775	21,817	22,196			
Children's Programmer	21,413	19,240	21,826			
Custodian	3,123	3,302	4,026			
EL	2,430	2,253	2,425			
CPP	4,451	3,533	4,443			
WCB	129	133	119			
Summer Student	3,240	905				
Casual Employee	2,380	0				
Young Adult Programmer			12,468			
Counter			2,000			
Sub Total	99,314	91,528	111,213			

Staff Expenses	2015 projected	2015 actual	2016 projected	2015 projected	2015 actual	2016 projected
Staff Conferences & Migs	500	612	667			
Staff Travel	2,300	4,315	3,067			
Staff Training	475	150	600			
NELF Subsidized			500			
Sub Total	3,275	5,077	4,334			

line will be variable dependent upon 2016 subsidies

Library Board Expenses	2015 projected	2015 actual	2016 projected	2015 projected	2015 actual	2016 projected
Board Conferences & Migs	1,550	0	1,500			
Board Training	1,000		1,000			
Board Travel	2,350	430	1,500			
Library Memberships	400	117	450			
NELF Subsidized			500			
Sub Total	4,300	547	4,950			

Collection Expense	2015 projected	2015 actual	2016 projected	2015 projected	2015 actual	2016 projected
Adult Fiction HC	3,200	3,084.37	3,200			
Adult Fiction PB	940	1,141	900			
Adult Non-Fiction	1,560	1,502	1,500			
Periodicals	1,300	1,343	1,350			
Adult Audiobooks	300	313	300			
Adult DVD	400	441	500			
J Fiction			800			
J Paperback			570			
J Non-Fiction			450			
Graphic Novels			140			
J Audiobooks			90			
VA DVD			160			
Children's Books	3,800	3,781				
Easy Books			1,400			
Easy DVD			260			
Easy Audiobooks			90			
Easy Board Books			140			
Children's DVD	300	300				
Databases	975	1,176	1,250			
Book Replacement	100	207	100			
Book covers & spine label	100	0	100			
Sub Total	12,975	13,267	13,300			

Administration	2015 projected	2015 actual	2016 projected	2015 projected	2015 actual	2016 projected
Office Supplies	2,500	2,589	2,500			
Postage & Freight	1,300	2,042	2,200			
Computer Supplies	350	413	400			
Computer Software	800	599	1,300			
Advertising & Promotions	500	637	300			
Promotions - Books			400			
Children's Programs	400	398	400			
Summer Reading			450			
Grade 1 books			200			
Adult Programs			300			
Author Presentations			300			
Young Adult Programs			300			
NELF Initiatives			300			
Accounting	2,500	3,287	3,300			
Misc.	300	848	100			
Technical Support	1,200	758	10,500			
Insurance - liability	600	800	600			
Custodial supplies	500	339	400			
Bank charges	200	91	100			
deposit return	0	40	0			
website expense	180	225	225			
after school snack program	500					
Book Club Expense						
Sub Total	11,830	12,865	24,575			

expenses removed from a sub account

Utilities	2015 projected	2015 actual	2016 projected	2015 projected	2015 actual	2016 projected
Electricity	2,222	2,333	2,566			
Gas	1,787	1,480	1,628			
Telephone/Fax	1,892	1,765	1,941			
all utilities: projected increase of 10%						
Sub Total	5,901	5,578	6,135			

indicates a notable change in this expense

Notable Budget Increases

Capital Budget	2015 projected	2015 actual	2016 projected	2015 projected	2015 actual	2016 projected
Director	500	500	500			
server	2,000	2,000	2,000			
backup	500	500	500			
hub	500	500	500			
Sub Total	3,500	3,500	3,500			

44,716

Capital Reserve	2015 projected	2015 actual	2016 projected	2015 projected	2015 actual	2016 projected
Capital Reserve acquisition expenses are offset by Capital Reserve funds - not included in operational budget in 2016						
Expenses						
Sub Total						

30,417

Accountability for Difference	2015 projected	2015 actual	2016 projected	2015 projected	2015 actual	2016 projected
employee changes	8,848					
wage increases	3,051					
Staff expenses	1,059					
Library Board expenses	650					
collection expense	325					
tech support	9,300					
postage & freight	900					
computer software	234					
Literacy initiatives	500					
Accounting	800					
Utilities	2,250					
other	-1,005					
Capital included in 2015	3,500					
Total Difference	30,417					

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
DATE: January 25, 2016
FROM: Dwylla Moraice Budalich, Deputy Clerk
SUBJECT: Committee Appointments 2016

RECOMMENDATION

That:

"Council appoint the following Council Members and Members at Large to the corresponding Committees:

Standing Committees:

<i>Alaska Highway Community Society</i>	<i>Councillor Miller (Public: Darryl Johnson)</i>
<i>Community Hall Society</i>	<i>Councillor Quibell</i>
<i>Hudson's Hope Historical Society</i>	<i>Councillor Kelly Miller</i>
<i>Hudson's Hope Library</i>	<i>Councillor Heather Middleton</i>
<i>Industrial Land Use Committee</i>	<i>Councillor Heiberg/Quibell (Public: Richard Brown)</i>
<i>Inventory Donations (SWAG)</i>	<i>Councillor Miller</i>
<i>Medical Services Working Group</i>	<i>Mayor Johansson, Councillor Gilliss/Heiberg</i>
<i>North Peace Airport Society</i>	<i>Chair: Councillor Gilliss (Protective Services: Bob Norton)</i>
<i>North Peace Economic Development</i>	<i>Mayor Johansson, Councillor Beam</i>
<i>Northern Development Initiative</i>	<i>Mayor Johansson, Councillor Quibell</i>
<i>Trust</i>	
<i>Personnel Committee</i>	<i>Councillor Heiberg, Councillor Miller, Councillor Quibell</i>
<i>Public Works</i>	<i>To be determined</i>
<i>Recreation</i>	<i>Councillor Gilliss, Councillor Middleton, Councillor Beam</i>
<i>Tourism & Activities</i>	<i>Councillor Miller, Councillor Beam</i>

ADMINISTRATOR COMMENTS:

Recommended subject to Council approval.

Tom Matus, CAO

COMMENTS:

Council must formally appoint members of Council and members at large to the following committees as per the Local Government Act Section Division 4 — Committees, Commissions and Other Bodies.

Report Prepared by: Dwylla Moraice Budalich, Deputy Clerk

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Animal Control Warden Contract

DATE: 29 January 2016

FROM: Robert Norton, Director of Protective Services

The District of Hudson's Hope invited request for proposal submissions for the services of an Animal Control Warden for a two year period. These submissions were accepted from 05 January 2016 until 22 January 2016, and resulted in submissions by two proponents.

These two submissions were evaluated on a number of criteria including experience, completeness of the tender, references, proposed pound location, and pricing.

Based on these criteria Staff have awarded the Animal Control Warden contract to Mr. Richard Mason for a two year term.

A handwritten signature in black ink, appearing to read 'Rob', followed by a long horizontal line.

Robert Norton, Director of Protective Services

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Youth Volunteer of the Year
DATE: February 9, 2016
FROM: Becky Mercereau, Office Assistant

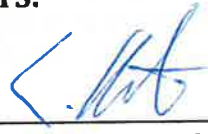
RECOMMENDATION:

THAT: *"Council approve The Youth Volunteer of the Year Policy."*

AND THAT: *"Council approve the Volunteer of the Year Policy."*

ADMINISTRATOR COMMENTS:

Report Approved by:



Tom Matus, CAO

INFORMATION:

Council requested that staff create a Youth Volunteer Award Policy.

Upon research it seems that the Volunteer of the Year Award was just done by resolution and had no actual policy. I have also completed that policy for Council approval.

The regular award is presented at the annual Canada Day celebrations. Would you want both done at this time or present the Youth Award at the graduation ceremonies or the school awards ceremony?

Report prepared by:



Becky Mercereau, Office Assistant

YOUTH VOLUNTEER OF THE YEAR POLICY

Council Resolution No.

Effective Date:

Section: Finance

Purpose:

The District of Hudson's Hope will award one person the title of "Youth Volunteer of the Year" to honor those who give back to the community. A monetary donation of \$1,000 will be given to the club, organization or charity of the winner's choice or can be used in the form of a bursary.

Procedures or Guiding Principles:

Eligible nominees must be between the ages of 13 and 18 and have made a positive contribution to the community on a volunteer basis such as developing a project, serving on a committee, organization, or group, and/or other volunteer work. Youth in this category may display outstanding qualities, provide leadership, support their peers, overcome challenges and/or contribute to their community in a meaningful way.

Nominations will be received until April 15th. A Council committee will decide the winner from the nominations received from the public.

The presentation of "Volunteer of the Year" will take place at the annual Canada Day celebrations.



VOLUNTEER OF THE YEAR POLICY

Council Resolution No.

Effective Date:

Section: Finance

Purpose:

The District of Hudson's Hope awards one person the title of "Volunteer of the Year" to honor those who give back to the community. A monetary donation of \$1,000 will be given to the club, organization or charity of the winner's choice.

Procedures or Guiding Principles:

Nominations from the public will be received for person or persons who excel at volunteering OR someone who really fills a need in the community on a voluntary basis.

Nominations will be received until April 15th. A Council committee will decide the winner from the nominations received from the public.

The presentation of "Volunteer of the Year" will take place at the annual Canada Day celebrations.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Community Tree Planting Rebate Policy
DATE: February 9, 2016
FROM: Becky Mercereau, Office Assistant

RECOMMENDATION:

THAT: *"Council approve the Community Tree Planting Rebate Policy – Purchase Assistance for Residents."*

AND THAT: *"Council give a budget of \$_____ for the 2016 year for the Community Tree Planting Rebate Policy to be used on a first-come, first-serve basis until the funds are depleted."*

ADMINISTRATOR COMMENTS:

Report Approved by:



Tom Matus, CAO

INFORMATION:

Council requested that staff create a program to offer a tree rebate program similar in format to Fort St. John.

I have attached the "Community Tree Planting Rebate Policy – Purchase Assistance for Residents", which is similar to our Composters and Rain Barrel Purchase Assistance Policies we currently have.


I have also attached an application form they would need to submit and an information brochure which are both similar to FSJ.

Fort St. John has a budget of \$16,250 for the rebates and once this amount is reached the rebates are no longer given for that year. They keep information on their website and Facebook page to advise if the rebates are still available.

We currently do not have a budget for our Composters or Rain Barrels but perhaps Council would want to consider it for the Tree Rebates?

I will work with the Groundskeeper to finalize the brochure with the suggested trees for community members.

Report prepared by:



Becky Mercereau, Office Assistant



**HUDSON'S
HOPE**

PLAYGROUND OF THE PEACE

Box 330
9904 Dudley Drive
Hudson's Hope BC VOC 1V0
Telephone 250-783-9901
Fax: 250-783-5741

COMMUNITY TREE PLANTING REBATE POLICY – PURCHASE ASSISTANCE FOR RESIDENTS

Council Resolution No.

Effective Date:

Section: Finance

Purpose:

In addition to encouraging homeowners to beautify their yard and community, urban tree planting is also known to remove air pollutants, create a noise buffer, creates wildlife habitat, increases property values and can increase energy savings from the shade provided.

Procedures or Guiding Principles:

1. Only trees purchased after January 1, 2016, and are identified as growing in Zone 1, 2 or 3 are eligible for rebate, at a limit of two rebates per utility account. Shrubs and flowers will not be eligible for this rebate. A limited number of rebates are available on a first-come, first-serve basis.
2. Each rebate is a maximum of \$50. If the purchase price is below \$50, the rebated amount will be the actual purchase price. The subsidy will be issued in the form of a cheque payable to the purchaser.
3. Only one rebate per year per property will be issued.
4. To be eligible you must have a District of Hudson's Hope property tax account in your name, a completed rebate form, original purchase receipt (photocopies not accepted), and the tree tag indicating growing zone 1, 2 or 3.
5. Trees are to be planted at the address associated with the property tax account. Trees are not to be planted on public property, right of way or easement.
6. The District of Hudson's Hope accepts no responsibility for loss, damages or claims to property caused by or resulting from Community Tree Planting Rebate Policy.
7. The District of Hudson's Hope reserves the right to reverse the rebate if information provided on the application form is either incorrect or untrue, or if the terms and conditions have been breached.
8. The District of Hudson's Hope reserves the right to alter, cancel or discontinue the program at any time.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Financial Assistance Grant Policy
DATE: February 4, 2016
FROM: Becky Mercereau, Office Assistant

INFORMATION:

In March, 2015 Council diarized the Financial Assistance Grant Policy. I have attached the policy for Council review.

The grant advertising has already been completed with the current policy with the due date being February 15, 2016.

Report prepared by: Becky Mercereau
Becky Mercereau, Office Assistant

FINANCIAL ASSISTANCE GRANT POLICY

Council Resolution No. 074

Effective Date: March 24, 2014

Section: Finance

Purpose:

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

Policy:

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

1. For budgetary preparation purposes an amount not exceeding 15% of the municipal residential tax revenue will be budgeted annually for Financial Assistance Grants.

2. The primary purpose of a financial assistance grant is to provide assistance to an organization for a specific capital project or local event that benefits the residents of the District of Hudson's Hope.

3. Providing assistance includes the donation of time, facilities and District inventory (tents, tables, chairs, etc.)

4. Grants will not be provided for travel expenses.

5. The applicant organization must be registered as, or belong to a parent, Non-Profit Society under the laws of British Columbia and/or Canada.

6. Upon completion of project the applicant must submit a final report to the District of Hudson's Hope outlining how funds were expended.

7. Assistance in the form of a grant will be made after the property tax deadline (i.e., in early July). If the applicant requires all or a portion of the funds prior to that time, the application should specifically request an earlier payment.

8. Preference will be given to an organization that benefits the Hudson's Hope community at large.

9. Priority may be given to the following categories:

- a. Family
- b. Youth
- c. Disabled
- d. Adult
- e. Size of Group

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

10. Priority for capital projects and events hosted in our community may be given to the following



categories:

- a. Local Events
- b. Regional Events
- c. Provincial Events
- d. National Events

This policy does not apply to:

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

Procedure:

1. Advertisements will be placed in the newspaper in January giving notice that the District of Hudson's Hope is accepting applications until February 15 for Financial Assistance Grants for the District's next budget year.
2. The application form for a financial assistance grant is attached to the policy
3. An executive representative of the organization making the grant request must present the request to Council if requested.
4. The application in its entirety may be placed in a Council agenda.
5. At the discretion of Council, decisions pertaining to the approval of the grant requests may be made at the same meeting as the request is presented, however the Council decision will not be made in front of the delegation, or Council may choose to postpone the decision until a later date.
6. Requests for financial assistance must be approved by an affirmative vote of at least two-thirds of all Council Members.

APPLICATION FOR A GRANT

Date: _____

Date Received: _____

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

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

ORGANIZATION INFORMATION

Describe the purpose of your organization:

User Statistics

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

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

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

Number	Title	Paid Hours Per Year

REQUEST FOR GRANT

Describe the reason for your grant application:

Proposal is best characterized as:

- ☐ Event ☐ Capital Project

Participants/beneficiaries will primarily be:

- ☐ Youth ☐ Seniors ☐ Disadvantaged Persons

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

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

Attach the following information:

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

DECLARATION

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

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

Signature of Applicant

Date

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

APPLICATION DEADLINE – FEBRUARY 15

SEND APPLICATIONS TO:

DISTRICT OF HUDSON'S HOPE

HUDSON'S HOPE, BC

V0C 1V0, CANADA

REQUEST FOR DECISION

RFD#:	Date: February 9, 2016
Meeting#: 02092016	Originator: Tom Matus, CAO
RFD TITLE: Crown Grant Offer	

BACKGROUND:

Council has approached the Ministry of FLNRO to purchase 18 hectares of Unsurveyed Crown Land situated on:

SE ¼ Section 30 TP 81, Range 25; NE ¼ Section 29, TP81, Range 25; and BLK C of NE ¼ of Section 19, TP 81, Range 25. Proposed purchase within these sections of land is a 150 meter wide x 1.5 kilometer long strip of land running parallel along the north side of Highway 29 which will be developed into 1-hectare light industrial-zoned lots.

DISCUSSION:

The Ministry of FLNRO has delivered a Crown Grant Offer on January 19, 2016 outlining preconditions for the District of Hudson's Hope to meet which include:

1. Acquire an Appraisal
2. Acquire a Timber Volume Estimate
3. Amend OCP & Zoning Bylaws
 - a. With separate Open House and Public Hearing events

We have complied with all preconditions of the CGO. Administration requests resolution to accept the Crown Grant Offer.

BUDGET:

n/a at this time.

RECOMMENDATION & RESOLUTION:

That:

"The District of Hudson's Hope accepts the offer of Crown grant made to us by way of a letter dated January 19, 2016 from the Ministry of Forests, Land Natural Resources Operations and we agree to perform and abide by our covenants, acknowledgements and representations set out in that offer."



Tom Matus, CAO



Ministry of Forests, Lands and
Natural Resource Operations
100-10003 110th Ave
Fort St. John, BC V1J 6M7

Telephone No. 250-787-3439
Facsimile No. 250-261-2084

GST Registration No: R107864738

Your contact is: Sherry Cantlon

Our file: 8015813

Your file: 100119172

CROWN GRANT OFFER

January 19, 2016

HUDSON'S HOPE, DISTRICT OF
Po Box 330
Hudson'S Hope, BC V0C 1V0

Attention: Tom Matus

Dear Mr. Matus:

Re: Your Application for a Crown grant

This Crown Grant Offer replaces the Crown Grant Offer dated December 4, 2015 which subsequently replaced Crown Grant Offer dated November 4, 2015

We are pleased to offer you a Crown grant over:

THOSE PARTS OF THE NE 1/4 OF SECTION 19, THE SW 1/4 OF SECTION 29 AND THE SE 1/4 OF SECTION 30, TOWNSHIP 81, RANGE 25, WEST OF THE 6TH MERIDIAN, PEACE RIVER DISTRICT, CONTAINING 17.92 HECTARES, MORE OR LESS.

(the "Land") on the terms and conditions contained in this offer.

Preconditions of Crown grant

You can accept this offer by signing the attached acceptance page and returning it to our office. A Crown grant will be issued to the Registrar of the appropriate Land Title Office once you have met the preconditions listed below. The Registrar will then register a title to the Land in your name.

This offer will expire on or before March 19, 2016 unless you have returned the

signed acceptance page by this date. As well, you must satisfy the following preconditions by this date or within the time period specified in the precondition:

1 FEES PAYABLE

You need to pay the following fees:

Purchase Price	*\$ To be determined
Plus Timber Values	*\$ To be determined
GST Total	\$ <u>To be determined</u>
Total Fees Payable	\$ <u>To be determined</u>

* denotes GST payable

Your cheque or money order must be payable to the Minister of Finance and be delivered to 100-10003 110th Ave Fort St. John, BC V1J 6M7.

2 APPROVALS/CONSENTS/PERMITS

You need to obtain and submit to our office the following:

Written confirmation from the District of Hudson's Hope stating that it has adopted a zoning bylaw permitting the Land to be used for light industrial purposes. Proof that the area has been rezoned must be submitted prior to survey.

3 PROPERTY TRANSFER TAX ACT

When Crown land is sold, tax under the *Property Transfer Tax Act* becomes due. This tax is based on the fair market value of the property, being the value of the land plus the value of any buildings and other improvements (and the timber) on the land, as of the date of the registration of the Crown grant at the Land Title Office.

If this Ministry will be registering the Crown grant for you, the Property Taxation Branch of the Ministry of Finance will contact you after registration about completion of a tax return and payment of the tax, or alternately, about your claim for tax exemption. If your lawyer will be registering the Crown grant at the Land Title Office for you, you will have to file a tax return at that time.

For more information about this tax, please contact Leslie Guthrie at the Property Taxation Branch, Ministry of Finance at (250) 356-9268. Further information can also be found in Information Bulletin 018 – Application of the Act to the Sales of Crown Land, at the following website address.

http://www.sbr.gov.bc.ca/documents_library/bulletins/PTT_018.pdf

4 ADDITIONAL PRECONDITIONS OF CROWN GRANT

- (a) The area must be developed in accordance with Develop with Care 2014: Environmental Guidelines for Urban and Rural Land Development in British Columbia - <http://www.env.gov.bc.ca/wld/documents/bmp/devwithcare/index.html>

5 APPRAISAL

- (a) Prior to the Ministry completing this offer of Crown Grant for Legal, you are required to hire a professionally accredited appraiser having experience in industrial subdivision appraisals to conduct an appraisal of the property. Please provide the appraiser with the enclosed Terms of Reference which must be followed for the appraisal to be accepted. If the Terms of Reference is not met another appraisal will be required.
- (b) Our Crown Land Opportunities Specialist will review the appraisal to determine the purchase price. The purchase price may differ from the appraised value.
- (c) If you choose to forfeit the offer of Crown Grant you incur all appraisal costs.

6 TIMBER VOLUME

- (a) You must complete a Timber Cruise **or** a Timber Volume Estimate. Please see the attached information outlining Timber Cruise **or** Timber Volume Estimate procedure.
- (b) An allowance for the cruise cost will be deducted off of the purchase price amount. **You must provide our office with a copy of the paid invoice for services rendered to receive this deduction.**

If you have any questions regarding the appraisal process or the Timber Volume requirements please do not hesitate to contact Marianne Johnson, Crown Land Opportunities Specialist at Marianne.Johnson@gov.bc.ca or (250) 787-3286.

7 SURVEY

Upon completion of the appraisal and a Timber Cruise **or** a Timber Volume Estimate, you will be responsible for hiring a surveyor at your expense if you decide to finalize the purchase.

REMINDER

This offer expires if you do not satisfy the above preconditions by on or before March

19, 2016 or within the time period specified in the precondition.

AGREEMENT TO FURTHER TERMS

1 By accepting this offer, you agree that:

- (a) This offer cannot be transferred to another person;
- (b) This offer and the Crown grant do not guarantee that
 - (i) the Land can be built on,
 - (ii) there is access to it,
 - (iii) it is not susceptible to flooding or erosion;
 - (iv) the Land and its surface water and groundwater are free from any environmental or other contaminant, including any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land, whether naturally occurring or introduced, or that neighbouring or adjacent lands are free from any such substances;
- (c) This offer shall survive the signing and issuance of the Crown grant but that if there is any contradiction between the terms of the offer and the Crown grant, the Crown grant shall prevail;
- (d) This offer does not give you any right to use or occupy the Land for any purpose.
- (e) In accordance with the provisions of the *Land Act*, this offer is not binding upon the Crown until the Crown grant is signed by the Crown.
- (f) Time is of the essence in this offer;
- (g) You are taking the Land "as is"; and
- (h) You will, from and after the date the Crown Grant is signed by the Crown
 - (i) assume any environmental liabilities relating to the Land including, but not limited to, all liability for clean-up of any toxic, hazardous, dangerous or potentially dangerous substances or conditions on or under the Land or migrating from the Land (including surface water and groundwater),
 - (ii) indemnify and save harmless the Crown from and against all claims, demands, liabilities, losses, damages, costs or expenses suffered or incurred by it arising out of or in connection with any environmental liabilities relating to the Land including, but not limited to any contamination or other toxic, hazardous, dangerous

- 5 -

or potentially dangerous substances migrating from the Land,

- (iii) release the Crown from and against all claims, demands, liabilities, losses, damages, costs, actions, causes of action, suits and proceedings by you with respect to all environmental liabilities relating to the Land, including but not limited to any contamination or other toxic, hazardous, dangerous or potentially dangerous substances migrating from the Land.

2 By accepting this offer, you confirm that:

- (a) You (or your authorized representative) have inspected the Land and have satisfied yourself as to its condition, environmental or otherwise, including surface and groundwater, the presence or absence of any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land and on or under any surrounding or neighbouring land and the current and past uses of the Land;
- (b) You have knowledge of all municipal and regional district bylaws regulating the use and development of the Land;
- (c) You acknowledge that you have no right to use or occupy the Land unless and until the Crown grant is issued to you under this offer.

5 PRIOR INTERESTS

The transfer of the Land will be subject to:

- (a) Any condition or final water license or substituted water license issued or given under *Water Act* or any prior or subsequent enactment of the Province of British Columbia of like effect, and to the rights of the holder of it to enter on the Land and to maintain, repair and operate any works permitted on the Land under the license at the date of the Crown grant.
- (b) All subsisting grants to, or subsisting rights of any person made or acquired under the *Mineral Tenure Act*, *Coal Act* or *Petroleum and Natural Gas Act* or under any prior or subsequent enactment of the Province of British Columbia of like effect.

6 EXCEPTIONS AND RESERVATIONS

The Crown grant transferring the Land to you will:

- (a) Except and reserve to the Province, its successors and assigns, the interests, rights, privileges and titles referred to in Section 50 of the *Land Act*.

- 6 -

FREEDOM OF INFORMATION

Personal information is collected pursuant to the *Land Act* for the purpose of administering Crown land. Information on your application, and if approved, subsequent disposition will become a part of the Crown Land Registry, which is routinely made available to the public under freedom of information legislation.

If you have any questions please contact Sherry Cantlon.

Yours truly,

A handwritten signature in blue ink, appearing to be 'Sherry Cantlon', written over a faint horizontal line.

Authorized Representative

- 7 -

Acceptance of Offer of Crown Grant

File No. 8015813

Ministry of Forests, Lands and Natural Resource Operations
100-10003 110th Ave
Fort St. John, BC V1J 6M7

Dear Sherry Cantlon:

Re: Application Crown grant

I/We accept the offer of Crown grant made to me/us by way of a letter dated January 19, 2016 from the Ministry of Forests, Lands and Natural Resource Operations and I/we agree to perform and abide by my/our covenants, acknowledgements and representations set out in that offer.



I/We do not accept the offer of Crown grant made to me/us by way of a letter dated January 19, 2016 from the Ministry of Forests, Lands and Natural Resource Operations.

DATED the ____ of _____, ____.

Applicant's signature/Applicant's
representative's signature

Applicant's signature/Applicant's
representative's signature

Print name of person signing

Print name of person signing

Occupation

Occupation

Please check one if applicable (more than one Applicant)



Joint Tenants



Tenants in Common

**TERMS OF REFERENCE FOR A REAL PROPERTY APPRAISAL
ON CROWN LAND**

File Number: 8015813

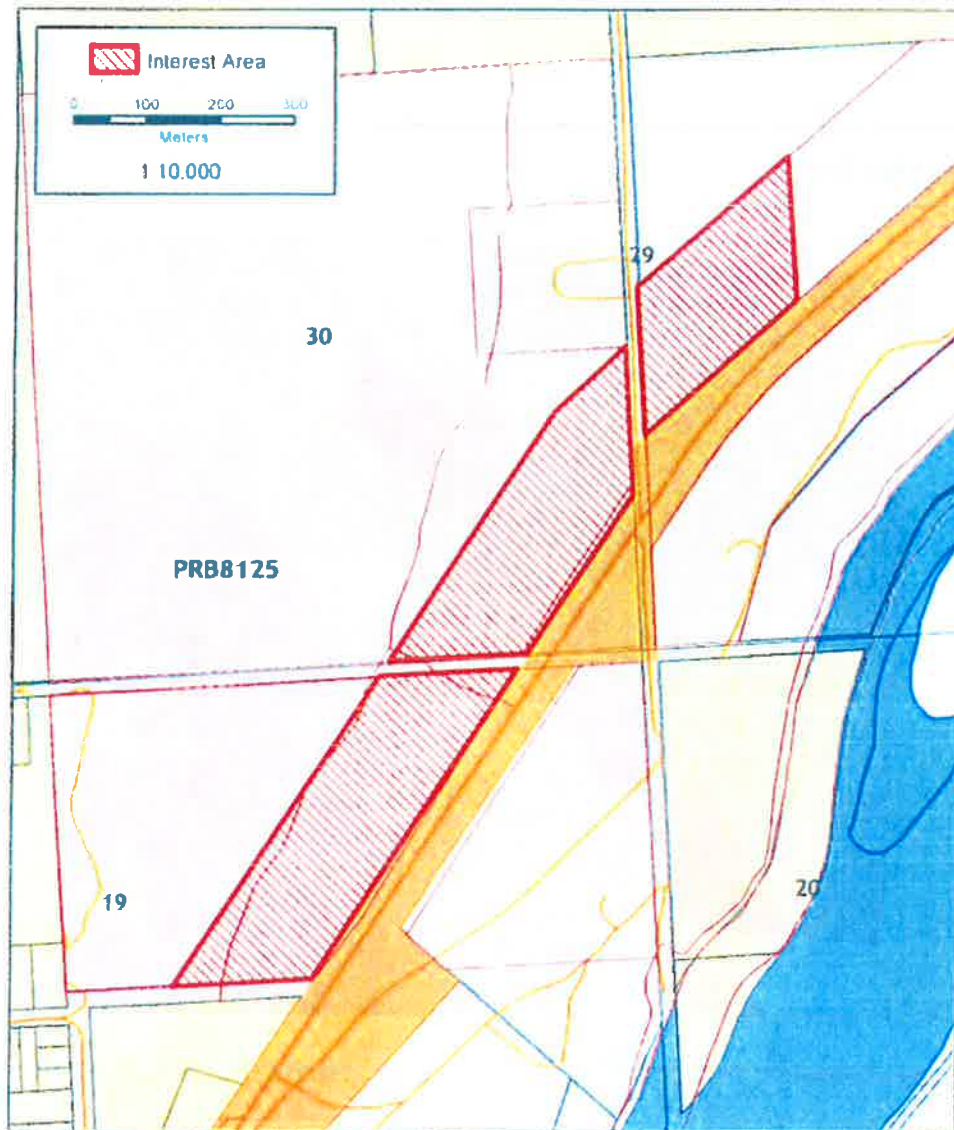
Legal Description: those parts of the NE 1/4 of Section 19, the SW 1/4 of Section 29 and the SE 1/4 of Section 30, Township 81, Range 25, W6M, Peace River District, shown outlined on the attached sketch.

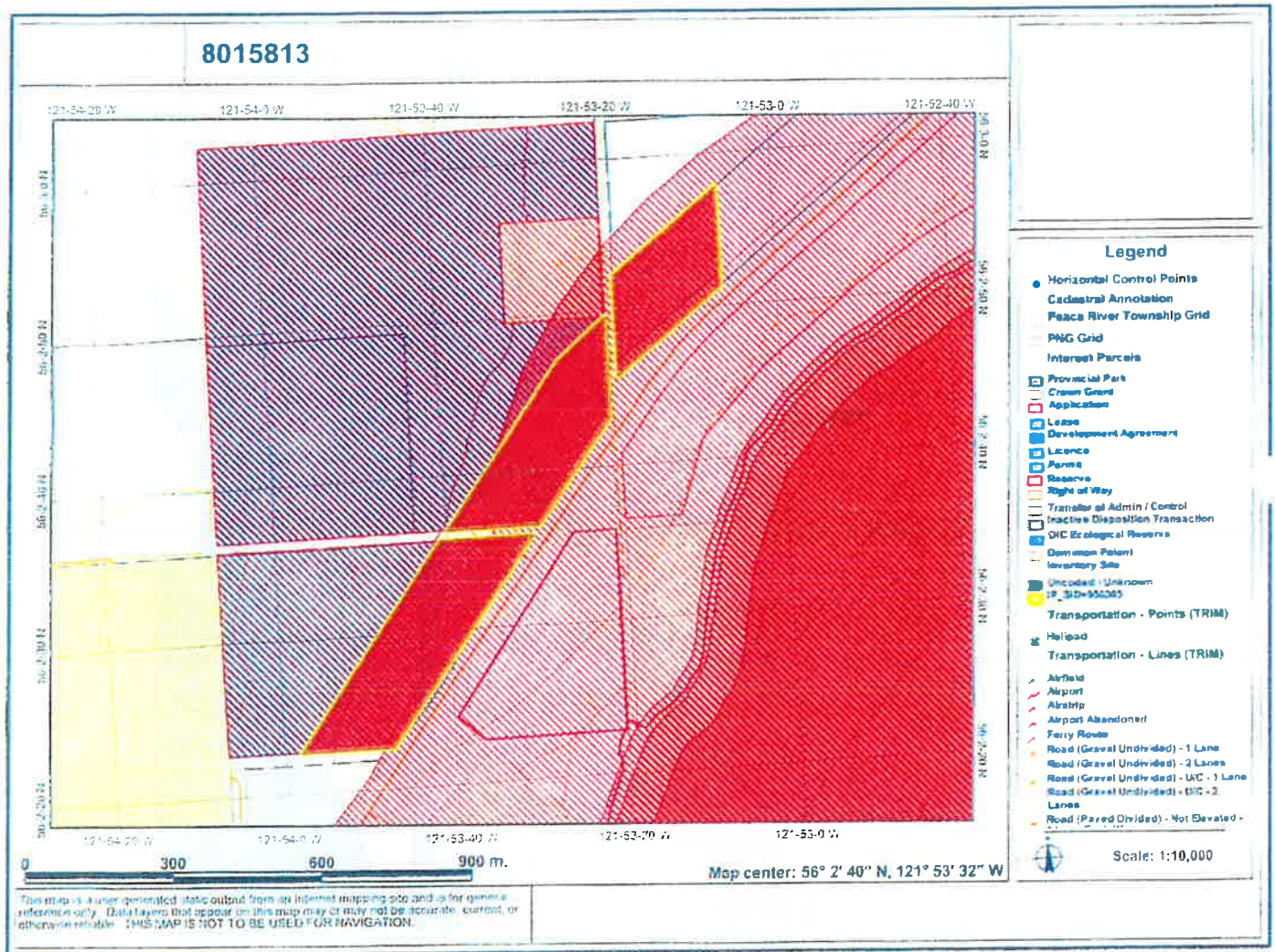
Ministry of Forests, Lands and Natural Resource Operations, Northeast Region, Authorizations Division requires one copy of a narrative appraisal to determine current market value for the fee simple rights of the above property.

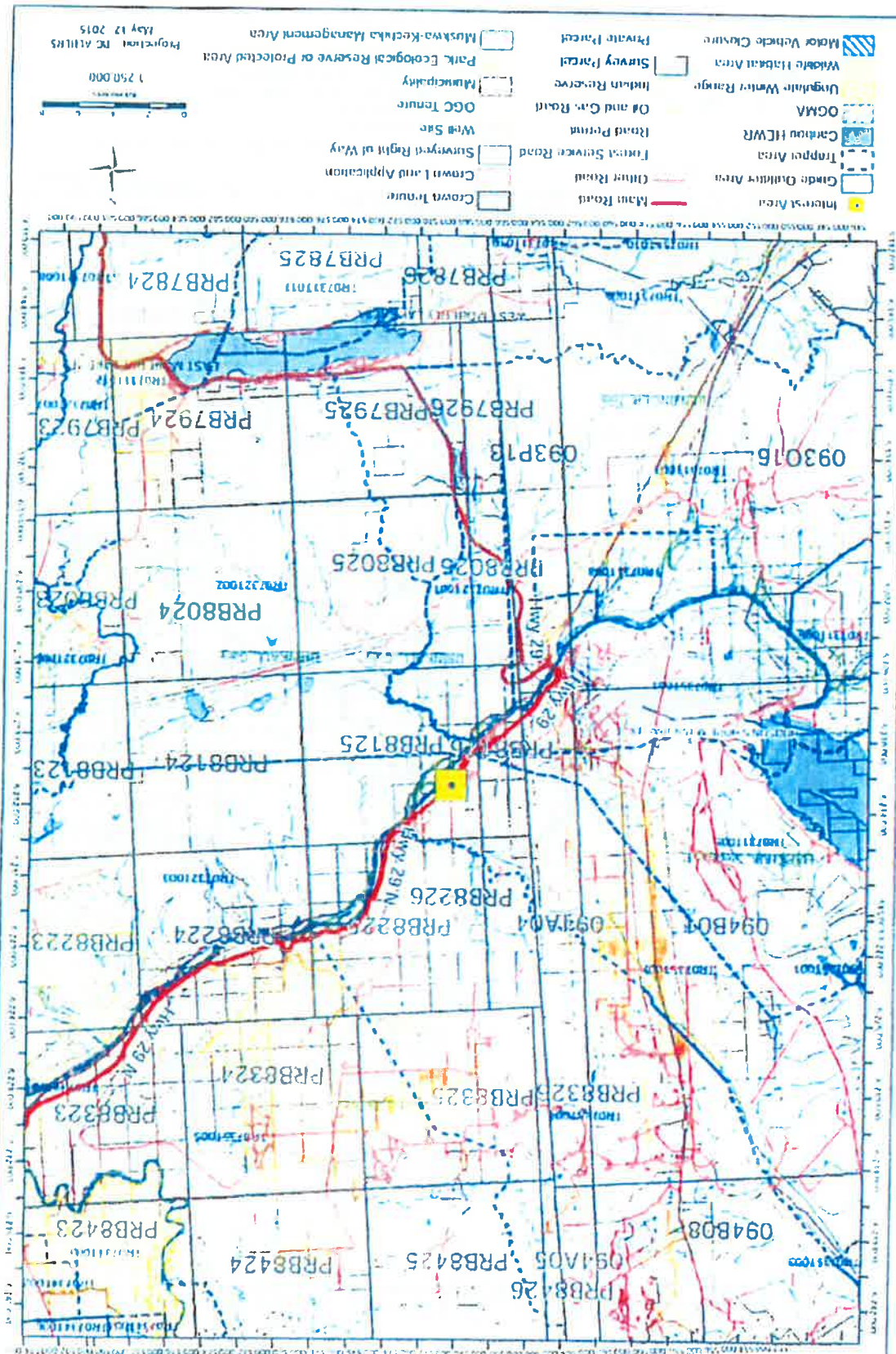
- 1. The purpose of the appraisal is to determine current market value prior to offering the property for sale.**
 - a) The parcel is to be appraised for industrial subdivision.**
 - b) Appraisal should consider highest and best use of the land.**
 - c) Proper zoning is to be assumed.**
- 2. The appraisal should also indicate that the opinion of value is not a reflection of the market value of the entire property for assessment purposes.**
- 3. The date of valuation shall be today.**
- 4. If you are a member of the Appraisal Institute of Canada the appraisal must be completed in accordance with the revised Code of Ethics and Uniform Standards of Professional Appraisal Practice as adopted by the AIC on January 1, 1994.**
- 5. Please place a copy of these Terms of Reference in the addendum of your report.**
- 6. We are looking for a well substantiated report. Your appraisal report therefore must include reasons for adjustments to the comparable sales, maps showing the location of sales, zoning details, time trends, etc. Please provide a summary adjustments table that outlines the narrative explanation for adjustments.**
- 7. The report requires a map showing the location of comparable sales, including a brief description of the physical conditions and attributes of each comparable.**
- 8. Current BCAA actual values, if available, are to be included in the appraisal.**
- 9. All conclusions and findings are to be kept confidential by you and are not to be released without prior written consent by Ministry of Forests, Lands and Natural Resource Operations, Northeast Region, Authorizations Division staff representative.**

10. The contents of the appraisal may be subject to a request pursuant to the *Freedom of Information and Protection of Privacy Act* (the "Act"). The appraiser may include in the appraisal, a notice denying liability to third parties purporting to rely upon the opinions expressed and the information contained in the appraisals, but the Ministry cannot guarantee that the appraisal will not be released to the public upon a request under the Act.
11. The appraisal is to be completed by a fully qualified appraiser currently practising in Canada, an AACI, or RI(BC) with the appraisal option. Co-signing is acceptable providing one of the signatories to the report possesses the required accreditation. Appraisal assistance by accredited staff is permitted.
12. The appraisal will be reviewed. In order to assist us in the appraisal review, please provide names and telephone numbers of individuals who have provided sales or other information that cannot be confirmed with Land Title Office searches. Please also place our file number on the invoice.
13. The report will be required 30 days after the signing of a service contract.

If you require further information concerning the property, please contact Marianne Johnson at 250-787-3286.









LANDS FILE NO.: B015813
 APPLICANT: District of Hudson's Hope
 PURPOSE: New - Direct Sale - Industrial
 LOCATION: Hudson's Hope
 AREA: 24.20 hectares
 BCGS (Lat/Long): 094A 001 (56° 02' 44" N 121° 53' 22" W)





Crown Land File: 8015813

January 19, 2016

Re: Timber Cruise or Timber Volume Estimate Purpose and Procedure

The purpose of this letter is to explain how to complete a timber cruise or Timber Volume Estimate for your property, covering the proposed area of interest contained in your land file application 8015813 for those parts of the NE 1/4 of Section 19, the SW 1/4 of Section 29 and the SE 1/4 of Section 30, Township 81, Range 25, W6M, Peace River District, containing 17.92 hectares, more or less.

Any work completed in respect of the timber cruise or timber volume estimate is conducted completely at your own initiative, cost and risk. Please note that all sales are final. Actual timber volumes and value may differ from the estimates used in determining the sale price. Please see "Terms of Reference" below.

Should you wish to discuss this matter further please contact Crown Land Opportunities Specialist at Marianne.Johnson@gov.bc.ca or (250) 787-3286.

PURPOSE

The purpose is to determine the "Volume" and "Market Value" of the merchantable timber on the subject properties.

The applicant will hire a qualified professional contractor (RFT or RPF), who will complete a Timber Cruise OR Timber Volume Estimate for the following Light Industrial property.

AGRICULTURAL PROPERTY

Crown Land File #: 8015813

Grantee: District of Hudson's Hope

Location: Hudson's Hope

Legal Description: those parts of the NE 1/4 of Section 19, the SW 1/4 of Section 29 and the SE 1/4 of Section 30, Township 81, Range 25, W6M, Peace River District, containing 17.92 hectares, more or less.

TERMS OF REFERENCE

TIMBER CRUISE OR TIMBER VOLUME ESTIMATE

1. The contractor will complete a timber cruise or timber volume estimate for the light industrial property, to the standards required in the Timber Pricing Branch Publication of the Cruising Manual.
2. The Contractor may utilize existing cruise information if it meets the standards set for re-cruising in the Timber Pricing Branch Publication of the Cruising Manual.
3. The contractor or applicant will provide the Crown Land Opportunities Specialist with the cruise results or timber volume estimates, signed and dated by a Registered Professional Forester or other qualified professional.

6. **BUSINESS ARISING OUT OF THE MINUTES:**

- BA1 **Trans Canada** Councillor Miller met with Trans Canada, Catie Underhill, when she was in town on January 24th. They discussed the replacement of the existing Lions Van, to a more accessible vehicle. Councillor Miller will continue to have contact with Trans Canada on the needs of the community. **6660-20**
- BA2 **BA6 PRRD Mtg. Dec 11th – seal not being used.** Is there something in the Act. **Staff to follow up.** **0400-50**
- BA3 **NB2 Dates for Budget Meeting** **1700-01**
- 2015 package will be ready for the week of February 7th
 - 2016 review of initial Budget February 15th 6:00 pm

7. **PUBLIC HEARING**

- PH1 **Proposed Official Community Plan Amendment Bylaw 854, 2015 and Proposed Zoning Amendment Bylaw 855, 2015** **3900-01**

William Lindsay – 10106 Dudley Dr. Hudson's Hope, BC

- Letter submitted also with concerns
- This is not speeding up the process
- Clarke Avenue has vacant serviced lots
- Ardill Avenue is already zoned Light Industrial why not use that
- Remember – OCP does not bind a council to do

Response:

- These areas mentioned for LI are currently privately owned – not selling and other properties mentioned are impacted by Site C along the river.
- Costs are unknown – need to rezone in order to get the costs of the land.
- Goal is to maintain the integrity of the community
- Make it affordable to industry
- Ardill/Jamieson/Wallace – concerns with this location

Darrin Thompson – 4633 Reschke Road Hudson's Hope, BC

- Having LI area will be a benefit to community
- Industrial person in Lynx Creek Subdivision previously – this could affect my property value.
- LI available – down the road possible.
- Have seen how local company can grow town – even small industry can create employment
- Concern about the school – companies/industry come in to attract families.

Nancy Smith – 9005 Jamieson Avenue Hudson's Hope, BC

- Would like to submit petition
- Riding trails and multipurpose trails used for years by people
- Taking away the only trail
- Too close to residential

- Bad enough YRB and now new public works shop
- Ruin our property value
- Building roads – say it is not going to increase taxes
- Theatre/Bakery/Garages have come and gone
- How are you going to get companies here?
- No industry to support the industry

Mayor Gwen Johansson - Thank you all for coming out to the Public Hearing. Many submissions in writing have been received also. Copies are available if anyone would like; and can be requested at the District Office during regular office hours.

Hearing declared closed at 6:35pm

M/S Councillors Gilliss/Heiberg

THAT:

"Council go directly to Section 9 of the agenda – Bylaws to complete this portion while public are present."

CARRIED

9. **BYLAW:**

Comments from Council before resolution:

- This will get us to the next step
- Accessing cost of land
- Just to next step – not councils intent to put a burden on town
- Adhere to mandate of public
- Need to make next step
- Key piece to secure rest of land in area
- Part of one large process

B1 **OCP Amendment Bylaw 854, 2015**

3900-01

RESOLUTION NO.010/16

M/S Councillors

THAT:

"Council give second and third reading; and adopt the Official Community Plan Amendment Bylaw No. 854, 2015."

CARRIED

Comments from Council before resolution:

- Reiterate – this does not mean LI is a go ahead
- Needed for steps to make final decision
- Appreciate input from public on both sides
- Facilitate group to enhance the Jamieson Woods

B2 **Zoning Amendment Bylaw 855, 2015**

3900-01

RESOLUTION NO.011/16

M/S Councillors Heiberg/Middleton

THAT:

"Council give second and third reading; and adopt the Zoning Bylaw Amendment No. 855, 2015."

CARRIED



**HUDSON'S
HOPE**
PLAYGROUND OF THE PEACE

NOTICE OF PUBLIC HEARING

FOR PROPOSED OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW 854, 2015 AND FOR PROPOSED ZONING AMENDMENT BYLAW 855, 2015 AT THE DISTRICT OF HUDSON'S HOPE COUNCIL CHAMBERS

Located at 9904 Dudley Drive, at **6:00 p.m., on Monday, January 25th, 2016** to allow the public to make verbal or written representation to Council with respect to Council's intention to adopt an Amending Official Community Plan and Zoning Amendment.

Proposed Bylaw No. 854, 2015 is amending Official Community Plan Bylaw 822 to note the Land Use change from "Protected Parks and Natural Space" to "Industrial (Served)" for the area of the District of Hudson's Hope described as per the following:

Re-designating the land use from "Protected Parks and Natural Space" to its amended designation of "Industrial (Served)" as indicated on Schedule "A", lands within Sections 19 and 30.

An area being approximately 11 hectares of land: dimensions being one hundred and fifty (150) meters wide by an approximately eight hundred and ten (810) meters long, located parallel along the north side of Highway 29. Metes and bounds of land beginning at the northeast boundary line of Block C of Northeast ¼, Part of Block E, Section 19, Township 81, Range 25, West of the 6th Meridian, Peace River District, and ending at the east boundary line of Southeast ¼, Part of Block E, Section 30, Township 81, Range 25, Peace River District, except Plan 16795. This land lying between the west side of the undeveloped road right of way of Jamieson Ave and the west side of the developed road right of way of Powell Road.

Proposed Bylaw No. 855, 2015 is amending Zoning Bylaw 823 to note the zoning change from "P2 - Parks and Open Space" and "RU2 - Rural Agriculture" to "M1 - Light Industrial (Served)" for the area of the District of Hudson's Hope described as per the following:

- a. Rezoning approximately 6.5 hectares of land, being a one hundred and fifty (150) meter wide x 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 7.5 hectares of land, being a one hundred and fifty (150) meter wide x 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.

Once adopted, the above will amend the current Official Community Plan, Bylaw No. 822, 2013 and Zoning Bylaw No. 823, 2013.

The above synopsis is not intended to be, nor should it be interpreted as the full text and content of the proposed Bylaw No. 854, 2015 or Bylaw No. 855, 2015. A copy of the proposed bylaws and relevant background documents may be inspected between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday, excepting statutory holidays at the municipal office of the District of Hudson's Hope located at 9904 Dudley Drive, Hudson's Hope, BC.

All persons who believe that their property interests are affected by this proposed Bylaw may:

- deliver or fax written briefs to the District of Hudson's Hope prior to the Hearing; or
- present verbal or written briefs at the Hearing.

NOTICE is also given that the Council will not accept any written or verbal presentations subsequent to the close of the Public Hearing.

PUBLIC HEARING

Proposed Official Community Plan Amendment Bylaw 854, 2015 and Proposed Zoning Amendment Bylaw 855, 2015

William Lindsay – 10106 Dudley Dr. Hudson's Hope, BC

- Letter submitted also with concerns
- This is not speeding up the process
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- No industry to support the industry

Mayor Gwen Johansson - Thank you all for coming out to the Public Hearing. Many submissions in writing have been received also. Copies are available if anyone would like; and can be requested at the District Office during regular office hours.

Hearing declared closed at 6:35pm

RECEIVED
JAN 22 2016
DISTRICT OF HUDSON'S HOPE

Submission Form to Hearing

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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: see attached list with my reasons for
my opposition to this proposal

Print Name: LEE LUCHINSKI

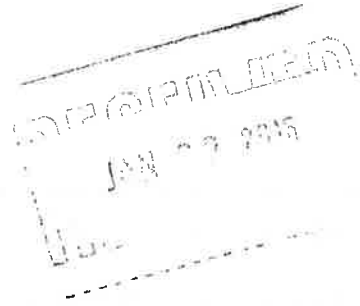
Signature: Lee Luchinski

Please consider this as a submission to voice my opposition to the proposal to create a light industrial park along Highway 29 into Hudson's Hope.

1. This development is adjacent to the Hudson's Hope Cemetery. Who would want to have their loved ones buried in an industrial site. I can't think of any cemetery anywhere where they build an industrial site right next to the town cemetery. This is a reason why this development should not go ahead.
2. This development is close to Jamieson Subdivision, a quiet residential area. This industrial site will be a source of nighttime light pollution and potentially 24 hour a day noise. This is a reason why this development should not go ahead.
3. There are many Hudson's Hope residents who have lived here for many years who have contributed to the town by paying taxes as well as supporting various clubs and services over the years who do not have basic services such as Town Water, Town Sewer, and Natural Gas. The town is proposing to install these services to these lots, raising the tax burden for the whole town while the aforementioned residents do without. The town of Hudson's Hope should look after its residents first. This is a reason why this development should not go ahead.
4. The town of Hudson's Hope has just secured the protection of Jamieson Woods as a protected area available to townspeople who want a safe and quiet natural place to walk and enjoy nature. Clearing for this development will greatly impact this quiet area. While many of the trees were removed due to the Mountain Pine Beetle, if left alone, the trees will come back. If the area is reduced to a series of dusty parking lots, the trees will never come back. This development would be like putting industrial lots along the Stanley Park Causeway in Vancouver. This is a reason why this development should not go ahead.
5. The area known as Jamieson woods is a buffer that limits highway noise from Jamieson subdivision. If more trees are removed from this area, there will be more of this noise flooding into this quiet residential area. This is a reason why this development should not go ahead.

LEE LUCHINSKI
HUDSON'S HOPE, BC

District of Hudson's Hope
Hudson's Hope, BC
V0C 1V0



22 January 2016

RE: PROPOSED LIGHT INDUSTRIAL PARK ON HIGHWAY 29

In our opinion the proposed Light Industrial Park is a good idea. It has the potential to eventually draw more services and more families to our community. We support this development.

On Powell Road we will be the nearest residents to the Light Industrial Park, and we do have some thoughts and concerns about this development.

1. We want the proposed lots adjacent to Powell Road on the West and East eliminated from the plan. Both extend too close to the Cemetery. Both change the nature of Powell Road from a rural residential road to an industrial road, and we do not want to be driving through an industrial development when travelling to and from our home.

In addition, if the proposed lot adjacent to Powell Road on the East side is constructed, an existing Marmot colony will be destroyed.

2. We prefer Option 1 (access roads, power, and water along the highway). We want access roads along Highway 29, not behind the lots. We want entry and exit to and from the access roads to be from the highway, not from Powell Road.

Our concerns regarding access road location are noise and industrial use of Powell Road. The farther north the access roads are located (i.e., north of the lots), the more noise we will be subjected to. We already hear highway traffic from 4400 Powell Road, and we do not want an increase in the noise levels we are subjected to.

We are especially concerned about Powell Road being used for entry to and exit from the access roads. If the access roads were constructed to the north of the lots, the easiest entry and exit would be from the existing Powell Road. This would put industrial traffic on a significant length of Powell Road (almost to the Cemetery), and we want this prohibited. Locating access roads along the highway is better for us, but a prohibition against any industrial traffic on any portion of Powell Road is still needed.

3. Noise is a general and major concern for us. We want to see noise limits, hours of operation, and required noise suppression specified for each service that might occupy one of the lots.

4. Light pollution is also a concern for us. One of the reasons we bought rural property when we moved to Hudson's Hope was to be able to enjoy the dark nights, free from city light pollution. Even now at 4400 Powell Road we are aware of the light pollution from Hudson's Hope, and we do not want an increase in this effect.

If yard or lot lights are required on a lot during the night hours, we want it specified that they must be downward pointing LED lights similar to those on MacIntosh Crescent. LED lights of this type do not create the same light diffraction that lightens the night sky.

If our concerns are accounted for in the development plan, then we are in total support of this Light Industrial Park development.

Yours truly,

Steven W. Metzger & Grace Okada
10109 MacIntosh Crescent (current)
4400 Powell Road (beginning in 2016)
Hudson's Hope, BC
V0C 1V0
250-783-0790, 8115

Clerk

From: Gregg Sheldon [REDACTED]
Sent: Wednesday, January 20, 2016 9:12 PM
To: Dwylla Moraice
Subject: re proposed light industrial zone
Attachments: light industrial zone.pdf

Jan 11, 2016 To: The District of Hudson's Hope

Re: Proposed Light Industrial area

As residents and investors in Hudson's Hope, both my husband Gregg Sheldon and myself, Lee Hocking are very much in favour of an approved Light Industrial Zone. We are of the strong opinion that Hudson's Hope needs to welcome new businesses in order for the town to grow and attract families to make this place their home.

With thought and care to the integrity of the beauty of Hudson's Hope, light industrial lands would be nothing but an asset to our town.

Respectfully submitted,

Gregg and Lee

We would also like to note that we liked the plan with the proposed road access coming in from the back.

Submission Form to Hearing

Note that this form, should you wish to submit to the District of Hudson's Hope Office for use : 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:

Access road for light industrial use -
should parallel the Highway and access at
both ends.

A back lane (gravel road) in behind would
keep lots neat - all services should be
behind businesses. i.e. hydro, dumpsters, gas,
fire hydrants. The back of businesses
can become unsightly - the front more
pleasant to the eye, customer & business owner.

Start with 3 lots and service more as
soon as needed.

Print Name: Giloe Gallant

Signature: E. Gallant

2016 JAN 13 2016

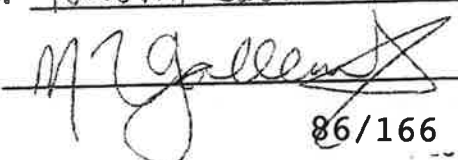
Submission Form to Hearing

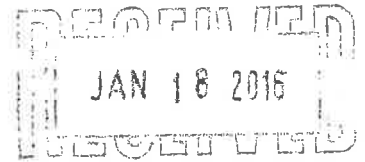
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Question: Should Zoning of proposed Light Industrial Area along Highway 29 be changed to allow light industrial use?

☒ Yes ☐ No ☐ Indifferent

My Comments: _____

Print Name: Naomi Gallant
Signature: 



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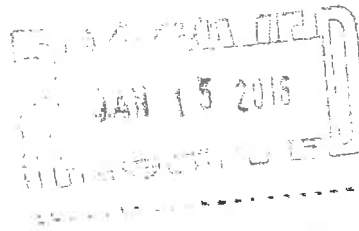
Question: Should Zoning of proposed Light Industrial Area along Highway 29 be changed to allow light industrial use?

☒ Yes ☐ No ☐ Indifferent

My Comments: Hudson's Hope never has had an area designated for light industrial use. Business in the past have not set up shop here in Hudson's Hope for that reason. We need to have something in place for future. The area along highway 29 is an ideal spot as there is access to town water and hydro is also available. There is also ease of accessibility to this area off of the highway which light industrial business require. Most towns have their light industrial area on the highway coming into the town and it's time we did also. I am in favor of this area along Highway 29 to be changed to allow light industrial use.

Print Name: Deb Branch

Signature: Deb Branch 87/166



Kristine Bruce
Box 206
Hudson's Hope, BC
V0C 1V0

January 15, 2016

Attn: Council of the District of Hudson's Hope

I am writing to express my support in the development of an area zoned for light industrial activity along the section of Highway 29 between Jamieson and Powell Roads.

I feel that it is in the best interest of our community to encourage businesses to come and to remain in our town, and that this proposal is a way to do so. The health of Hudson's Hope is dependent upon a varied and diversified economy, and currently we do not have this. Providing an area where businesses can set up will help ensure the long-term viability of Hudson's Hope.

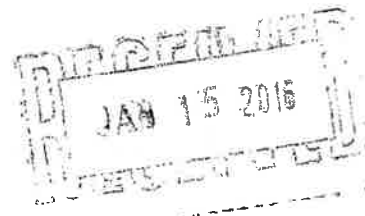
While the proposed location will require the loss of a small area of Jamieson Woods, I feel that this is an acceptable cost. It is clear that there are no alternative locations that would be adequate. The Highway 29 location has the benefits of ease of access for business purposes, as well as preventing industrial sprawl.

One major concern that has been expressed is the loss of an area of Jamieson Woods. I agree that Jamieson Woods has been an important part of our community for many years. Unfortunately, the pine beetle kill and the subsequently required logging have left it a shadow of what it once was. Additionally, most of the trails commonly used are not in the area being considered for development. Assuming that Council makes adequate provisions to limit noise from the development from carrying over into Jamieson Woods, I feel like this proposal will not have a large impact on the use and enjoyment of the area.

I feel that the benefits of this rezoning proposal far outweigh the drawbacks. In order to survive, Hudson's Hope must encourage business growth and development. This industrial zone will help us to do exactly that.

Sincerely

Kristine Bruce



Submission Form to Hearing

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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: As I don't foresee a great need
for more light industrial in the near
future I'm not committed to this plan.
However it is pre planning and I believe
that is a good thing as we don't know what
the future may bring.

I do feel that should the plan go ahead an
access road along the back would be
best. I also think a berm made up of the
top soil strippings from the new town shop
and the accesses and lots should be built
instead of a tree buffer between the highway
and lots. This would provide sight and sound
retention as well as a place for wind resistant
shrubbery and business signage.

Print Name: Phil Kirtzinger

Signature: Phil Kirtzinger 89/166

Clerk

From: Tom Matus
Sent: Thursday, January 14, 2016 2:40 PM
To: Clerk
Subject: FW: Industrial users group

Tom Matus, CAO

From: Kim and Bleu Howe [mailto:howekimbleu@...]
Sent: Wednesday, January 13, 2016 5:04 PM
To: Tom Matus <cao@hudsonshope.ca>
Subject: FW: Industrial users group

Tom,

Please use this as my letter of support pursuant to the meeting on Jan 25.

Thanks
Bleu

From: [redacted]
Sent: Wednesday, January 13, 2016 4:46 PM
To: [redacted]
Subject: Fwd: Industrial users group

From: " [redacted] "
Date: January 8, 2016 at 10:47:18 AM MST
To: "Dave@hudsonshope.ca" <Dave@hudsonshope.ca>
Cc: " [redacted] "
Subject: Industrial users group

Dave,

I heard yesterday that the Industrial users group may be looking at the area between Powell Rd and the YRB shop to use as an Industrial park? If this is the case I just wanted to let you know how beneficial I feel this could be for the town!

If we are able to build a frontage Rd and supply the services to 5 or 6 reasonably sized industrial lots (2-5 acres) this would give an opportunity for business to come to town, potentially bringing families to our community as well as kids to our School.

As you know it can be a challenge to raise a family in Hudson's Hope, sports teams are always struggling for Numbers, Our school is sometimes on the brink of losing the ability to graduate kids due to our low student numbers, and the different volunteer organizations have the same handful of people doing all the work.

Although the word "Industrial" can be seen as a dirty word these days, I believe Industrial development can and will make a significant and needed contribution to our community when it is done properly and located in the correct spot.

Regards

Bleu

Bleu Rowe

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Email [REDACTED]

This email and its attachments are intended solely for the personal use of the individual or entity named above. Any use of this communication by an unintended recipient is strictly prohibited. If you have received this email in error, any publication, use, reproduction, disclosure or dissemination of its contents is strictly prohibited. Please immediately delete this message and its attachments from your computer and servers. We would also appreciate if you would contact us by a collect call or return email to notify us of this error. Thank you for your cooperation.

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☐ Yes ☒ No ☐ Indifferent

My Comments: Hudson Hope had a good water man

Some people in Jamieson Subdivision want
water put in, Jamieson Sub applied and got
grant. They payed half we payed half.

Then Hudson Hope Need a water Tower wh
The bill came I payed full amount so Taxp
did not have to pay for me

The people that wanted The water
it in They were happy Dam finished E con
were low, These people put it on to their
and left. Taxes had to be raised

Now here we go again a few people
want an industrial park and you
want to put right next to Resident.
area

The Economic of this Country Not
good

Print Name: EDNA SMITH

Signature: Edna Smith

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: will ruin Jamieson woods. It is too close to Residential area. Too much noise, will lower home value in Jamieson. Too close to the graveyard which is disrespectful. Should not be done for only possibly 3 lots, should not be done unless all can be filled.

IF it goes through which I hope it does not

- access road should be in front along side highway
- It should be fenced so dogs can't get on highway
- dunes should not be damaged.
- since you are destroying the only safe trail, clean up the mess of fallen trees on the trail through the woods.
- each business needs to provide their own sewer, the town should not

Print Name:

Nancy Smith

Signature:

Nancy Smith 93/166

Attached:
Petition against
turning Jamieson woods
into an industrial zone.

92 signatures.

33
33
10
1
1
1

Petition against turning Jamieson woods into a industrial Part

Name	Address
BEUNDA LARLIN	HUDSON'S HOPE
CLAYTON TRUE	HUDSON'S HOPE
Shawn Burseth	14 14
Kim Kraus	XXXX
Wally Kraus	XXXX
Diana Jensen	XXXX
Dawn Patterson	HUDSON'S HOPE
Paul Vanderploeg	HUDSON'S HOPE
Keith Reschke	15
NELSON WINEGARDEN	HUDSON HOPE
Lynn Cig	HUDSON'S HOPE
Lynelle Luchinski	HUDSON'S HOPE
Lee Luchinski	HUDSON'S HOPE
Chris Connors	HUDSON'S HOPE
Carol Johnson	HUDSON'S HOPE
Brittany Hall	HUDSON'S HOPE
KUDOWELL	B.C. B.C.
Dan Abbott	HUDSON'S HOPE
Dennis Abbott	HUDSON'S HOPE
Greg DeBolt	HUDSON'S HOPE, B.C.
Wally Newsham	HUDSON'S HOPE, B.C.
AL GORDON	HUDSON HOPE B.C.
Mike Hasanen	W.A.C. BENNETT DAM
Mike Patter	HUDSON'S HOPE
Glenn Ferguson (Quebec)	XXXX
John Sykes	A.A.
Ed Sykes	A.A.
Kenn Mcmunn	HUDSON'S HOPE
Adn Cook	HUDSON'S HOPE
Jersey Mahony	HUDSON'S HOPE
Malcolm Ward	HUDSON'S HOPE

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Why plant beautiful flowers around town and have a town like a industrial town

Petition against turning Jamieson woods into a industrial Park

Nancy Smith	9005 Jamieson Ave.
Virginia Hayashi	9031 Jamieson Ave.
Shuji Hayashi	" " "
Yvonne Woodard	10602 Osborn St. H.H.
Sam Henderson	9615 DUDLEY DR. H.H.
W. Henderson	" " " "
Edna Smith	9005 Jamieson Ave.
John J. Howard	7722 Laurel CR Rd. 115
Jack Howard	9722 Laurel CR. Rd. 115
Edna Howard	10005 Dudley Dr. H.H.
W. J. Howard	10711 Kruget St. H.H.
W. J. Howard	4568 Laurel Road H.H.
W. J. Howard	Beattie Drive.
JANE ENDERLIN	4752 MILLAR RD
Bob Enderlin	10602 Osborn St H.H.
Bill Enderlin	9522 Jamieson
Maxine Schlessen	9522 Jamieson
B+N Wilson	1643 Millar Rd.
Frank Kachner	9012 Jamieson Ave
Sandra Walke	9008 Jamieson Ave
Allan Walker	7008 Jamieson AVE
Stan Hildebrandt	9015 Jamieson Ave.
Joan Alexander	Box 383
Lee Sarrat Germacne	Box 675 Hudson's Hope BC
Orville	Box 65 Hudson's Hope BC
Linda B. Cantlon	Box 64 Hudson's Hope BC
Reg Knox	Box 65 Hudson's Hope BC
John McCantlon	Box 64 Hudson's Hope BC
Ernest Edinger	Box 106 Hudson's Hope BC
Wynne H. H.	Box 147 Hudson's Hope BC
Kevin Vio	9525 Pollar Ave Hudson's Hope BC
James E Vince	21008 Coulson Rd. Hudson's Hope BC
Margaret Vince	21008 Coulson Rd. Hudson's Hope BC

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Why Plant Beautiful flowers around
a place like a Industrial

Petition against turning Jamieson woods into a industrial Park

[illegible]

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.

Hi All,

In regard to Bill's reference to section 477(3)(a) [] the District of Hudson's Hope is not developing the lands other than to purchase them from the Crown via a Crown Grant Offer. The Ministry of FLNRO can only provide the cost of the land after we have complied with all criteria of the CGO which an appraisal is included. In that the CGO requires us to submit all criteria to them by March 19th, 2016, including the fact that we need to have passed OCP and zoning bylaws that pertain to this property; and FLNRO will only consider the submission of the compliance criteria after that date - we cannot know the costs of the land until then at which time Council will decide whether to move forward with the purchase. Call it a catch 22 scenario but this is how the CGO from FLNRO is written. We had criteria regarding the ALR but got that removed. I'm certain that FLNRO would not have removed the compliance with the bylaw/s criteria. [] I'm not too concerned about section 477 as it really doesn't state specifically how we have to consider the bylaw with our FP, we will certainly be astute in that endeavour when the time comes. [] Further, if funds are to be borrowed a bylaw for such would have to go forward to the Public for approval. And we will be doing our budget reviews soon so we will know what our financial position will be and the amounts we will need to borrow, pending the cost received from FLNRO.

We had asked a real estate agent in town for an estimate of the lands prior to this and he had given us an estimate though was probably very low since a certain transaction transpired since then that would indicate such. So, we were and have been compliant with the Act. Nothing in the Act requires us to divulge to the Public how we considered our Financial Plan with the Bylaws.

It may seem we are pushing but we have to at least move forward and find out what and how we can achieve this endeavour - if not we haven't committed too much funds to this, and we can always come back to this issue six months from now if we're not successful - we'll have all the info ready for another CGO, though the process will be the same with having to pass the bylaws if they aren't passed now.