

**DISTRICT OF HUDSON'S HOPE
REGULAR COUNCIL MEETING AGENDA**
Council Chambers
Monday, March 24, 2014 at 7:00 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 March 10, 2014 Regular Council Meeting Page 1

M2 March 12, 2014 Special Council Meeting Page 6

6. Business Arising Out of the Minutes:

7. Delegations:

D1	Hudson's Hope Brownies	Page 9
D2	Hudson's Hope Community Hall Society	Page 11
D3	Hudson's Hope Historical Society	Page 25
D4	Hudson's Hope Library Association	Page 29

8. Staff Reports:

SR1	Parcel Tax Roll Review Panel Appointments	Page 34
SR2	Budget Meetings	Page 37
SR3	Financial Assistance Grant Policy Review	Page 38
SR4	Facility Signage Update	Page 51
SR5	Public Works Update	Page 67
SR6	Protective Services Monthly Update	Page 69
SR7	Lock Upgrades for Council Entrance and Downtown Fire Hall	Page 71
SR8	Emergency Preparedness Training Opportunity	Page 73
SR9	Self Contained Breathing Apparatus Fill Station Safety	Page 75

- | | | |
|------|---|----------|
| SR10 | Urban Systems' BCF Sewage treatment Facility Upgrade App Proposal | Page 76 |
| SR11 | Fair Share Memorandum of Understanding | Page 82 |
| SR12 | Action Updates and Other Updates | Page 93 |
| SR13 | ATV Campground O&M Guide Approval | Page 95 |
| SR14 | Rezoning and Tenure Offer for Light Industrial Zone | Page 170 |
| SR15 | PRGT – Stockpile Areas and Lay Down Yards Input Request | Page 174 |
| SR16 | Disposal of Surplus Property: Mobile Home | Page 187 |
9. **Bylaws**
- | | | |
|----|--|----------|
| B1 | Property Tax Exemption Bylaw No. 834, 2014 | Page 188 |
|----|--|----------|
10. **Correspondence**
- | | | |
|----|--|----------|
| C1 | Dunlevy Shoreline Regression | Page 194 |
| C2 | Veterans & Troops Support/Remembrance Ad | Page 197 |
| C3 | Thank You | Page 202 |
| C4 | BC Business Northern Tourism Advertisement | Page 203 |
11. **Reports by Mayor & Council on Meetings and Liaison Responsibilities**
12. **Old Business:**
13. **New Business:**
14. **Public Inquiries:**
15. **Adjournment:**



REGULAR COUNCIL MEETING
March 10, 2014
7:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

Present: Council: Mayor: Gwen Johansson
Councillor: Kelly Miller
Councillor: Dave Heiberg
Councillor: Travous Quibell
Councillor: Daniel Bouillon

Staff: CAO: Tom Matus
Administrative Assistant: Megan Tilsner

Other: 3 in gallery

1. CALL TO ORDER:
The meeting was called to order at 7:00 p.m. with Mayor Gwen Johansson presiding.

2. NOTICE OF NEW BUSINESS:

Mayors List:
None

Councillor Additions:
Councillor Heiberg added an item into Council Reports.

CAO Additions:
None

3. ADOPTION OF AGENDA BY CONSENSUS:
The March 10, 2014 Regular Council meeting agenda was adopted by consensus.

4. DECLARATION OF CONFLICT OF INTEREST:
NONE

5. ADOPTION OF MINUTES: 0550-01

February 24, 2014 Council Meeting

RESOLUTION NO. 056

M/S Councillors Miller/Heiberg

THAT:

"The minutes of the February 24, 2014 Council Meeting be adopted as written."

CARRIED

6. BUSINESS ARISING OUT OF THE MINUTES:
None

7. PUBLIC HEARING:

PH1 Development Variance Permit: Roy Kelly
Mayor Johansson read the Open Statement and declared the Public Hearing for the proposed Development Variance Permit open at 7:04 p.m.

Tom Matus, CAO, gave a brief synopsis of the proposed Development Variance Permit.

Councillor Bouillon asked what was meant by 'entertaining space'

Roy Kelly

- Explained that the entertaining space was for playing music, having a pool table, and visiting with family and friends. The home that they have is not large enough to have their pool table in the house, so the intent is to take a portion of the shop for keeping a pool table and another portion for musical instruments. Possibly one day having it as a recording studio for family and friends as well.

Hearing no other comments; Mayor Johansson directed Council to the next Public Hearing.

PH2 Agricultural Land Commission Application: District of Hudson's Hope

Tom Matus, CAO, gave a brief synopsis to the Application.

Councillor Miller asked if our application included room for expansion of the runway.

Tom Matus, CAO, explained that our current runway can land a 737 and we are looking at developing hangers along the runway.

Councillor Bouillon asked if our application would include keeping the portion of land that we currently have by mistake or if we have to give that back to the ALR.

Tom Matus, CAO explained that we would be giving that portion back, as we are basically doing a swap.

Hearing no other comments; Mayor Johansson directed Council to the next Public Hearing.

PH3 Agricultural Land Commission Application: District of Hudson's Hope

Tom Matus, CAO, gave a brief synopsis of the Application.

Councillor Heiberg and Quibell spoke to original concerns about ATV's driving on the road when camping at Dinosaur Lake. With the new proposed ATV Campground, there would be direct access to the trails.

Councillor Bouillon questioned why we are now asking for a larger block than originally planned.

Councillor Quibell explained that it would be more beneficial to get the whole lot as opposed to just part of it.

Hearing no other comments; Mayor Johansson closed the Public Hearing (7:20 p.m.)

8 STAFF REPORTS:

SR1 Development Variance Permit: Roy Kelly

RESOLUTION NO. 057

M/S Councillors Quibell/Heiberg

That:

"A Development Variance Permit be approved for Lot 7, Section 33 Plan 16562 West of the 6th Meridian Peace River District to increase the allowable accessory building size from 75 m² to 167m²."

CARRIED

SR2 Rezoning and Tenure Offer for Light Industrial Zone

Council Discussed the importance of the proposed area to many residences in Hudson's Hope and

the need to consult with the public prior to formal decisions pertaining to this area. It was noted by Council that a buffer zone along the highway is crucial.

Councillor Miller noted the need to keep the area around the Cemetery protected.

Roy Kelly

- In 1966 I helped to build the Cemetery and at that time thought it was quite large, but now I wonder if there is room for expansion?

RESOLUTION NO. 058

M/S Councillors Quibell/Bouillon

That:

"Council refers this item of business to the next council meeting."

CARRIED

SR3 NCLGA Resolution 2014 Ratification

RESOLUTION NO. 059

M/S Councillors Quibell/Heiberg

That:

"Council ratify the decision to submit the following resolution to the NCLGA:

WHEARAS BC resources such as water and natural gas may be transported over long distances through pipelines; and

WHEARAS BC residents are frequently unable to access the resource being transported through their area in those pipelines,

THEREFORE BE IT RESOLVED That UBCM work with the province to develop a system that enables BC residents to cost-effectively access resources which are being transported through their area."

CARRIED

SR4 Medical Services Working Group Meeting Minutes
FOR REVIEW.

SR5 Gething Mine Liaison Committee Meeting
FOR REVIEW.

SR6 Action Updates – Tom Matus
FOR INFORMATION

9. CORRESPONDENCE:

C1 BC Hydro Site C Project Update
FOR INFORMATION

C2 Local Government Interest in First Responder Services
FOR INFORMATION

C3 Termination of Physiotherapy Service to Hudson's Hope
FOR INFORMATION

- Staff to send a thank you letter to Dori Shankel.

C4 Communities in Bloom: An Invitation to participate in a program that will showcase, involve and benefit your community
FOR INFORMATION

- C5 9th Annual "Spirit of the Peace" Competition Powwow on June 6th to 8th, 2014
FOR INFORMATION
- C6 BC Rural Network – Andy Ackerman
FOR INFORMATION
- C7 BC Rural Communities Summit
FOR INFORMATION
- C8 Peace River Local Government Association Meeting – April 9, 2014
RESOLUTION NO. 060
M/S Councillors Heiberg/Miller
That:
"Council approve travel, accommodation and other expenses for any council member wishing to attend the Peace River Local Government Association Meeting."
10. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISONS RESPONSIBILITIES:**
- CR1 Mayor Johansson: Regional District Water Committee
- Briefed council on Regional District Committee Meeting
- CR2 Councillor Heiberg: Talisman Open House
- Attended the Talisman Open House on February 26th.
- Transition between Progress and Talisman should be completed Mid March.
- Talisman presented a Cheque for \$20,000 for maintenance of the LED Sign.
- Start to send a thank you letter to Talisman
11. **OLD BUSINESS:**
NONE.
12. **NEW BUSINESS:**
Councillor Miller has requested that Maps, Pictures, Graphs, etc. that are in the agenda's be sent as a link so that it can be viewed clearly as opposed to looking at it in the PDF.
13. **PUBLIC INQUIRIES:**
NONE
14. **ADJOURNMENT:**
M/S Councillors
THAT:
"The Regular Council Meeting for January 13, 2014 be adjourned"(8:45p.m.)
CARRIED
- ARISE AND REPORT:**

DIARY

Conventions/Conferences/Holidays

NCLGA AGM & Convention May 7-9, 2014
Premier's BC Natural Gas Forum Jan. 22-23
Co-Op Correspondence Re: Card Lock

Diarized

Last Review/Action

10/28/13
10/28/13
11/12/13

Certified Correct:

Minute Taker

Chair



SPECIAL COUNCIL MEETING
March 12, 2014
5:00 P.M.
MUNICIPAL HALL COUNCIL CHAMBERS

Present: Council: Mayor: Gwen Johansson
Councillor: Kelly Miller
Councillor: Dave Heiberg
Councillor: Nicole Gilliss
Councillor: Daniel Bouillon

Staff: CAO: Tom Matus
Deputy Clerk: Laurel Grimm

Other: 17 in gallery

1. **CALL TO ORDER:**
The meeting was called to order at 5:00 p.m. with Mayor Gwen Johansson presiding.

2. **ADOPTION OF AGENDA BY CONSENSUS:**
The March 12, 2014 Regular Council meeting agenda was adopted by consensus.

3. **DECLARATION OF CONFLICT OF INTEREST:**
NONE

4. **DELEGATIONS:**

D1 Bullhead Mountain Curling Club

- Requesting that Council waive the yearly lease payment of \$675.29.
- Staff to distribute the contract for Council's review.

D2 Double "H" Saddle Club

- Rodeo to be held on May Long weekend.
- Requesting the donation of the Marquis Tent and municipal tables and chairs.
- Requesting the donation of District T-shirts. Can look at possibility to cost share.

D3 Friends of Hudson's Hope Society

- Requesting a reduction in property taxes.
- Provides the only 24 hour restroom services and water services

D4 Greta's Class Act

- Would provide two (2) summer jobs for students.
- Requesting \$4,000.00 as a financial contribution from Council.

- D5 Hudson's Hope Brownies
- Not present.
- D6 Hudson's Hope Fall Fair Society
- Date changed to September 13, 2014.
 - Requesting the use of the Arena for the evening of the 12th and the full day on the 13th.
 - Requesting the use of the picnic tables and garbage cans.
 - Staff must confirm with the Director of Public Works that the dates will be OK.
- D7 Hudson's Hope Lions Club
- Requesting \$3,900.00 to purchase round tables, linens and 2 folding baby tables.
- D8 Hudson's Hope Grad 2015
- Requesting being hired for District functions to help support the costs for the 2015 Grad Dinner.
 - Total amount to be raised is \$5,000.00 – \$7,000.00.
 - 14 students available
- D9 Hudson's Hope Women's Club
- Requesting \$2,000.00 for the cost of new equipment and range inspection.
- D10 Hudson's Hope Ski Hill Association
- Requesting \$8,100 to cover annual required expenses of insurance, licenses, permits and dues.
- D11 Hudson's Hope Minor Hockey Association
- Requesting \$800.00 to upgrade the bottle shed. This would include a covered storage area and an expansion to accommodate a new sorting table.
- D12 Hudson's Hope Playschool
- Requesting \$800.00 to purchase and install a dishwasher.
- D13 Hudson's Hope Poker Club
- Requesting \$6,000.00 to purchase required equipment to start up a non-profit poker tournament.
 - Has support of the Bullhead Mountain Curling Club which would obtain the gaming license.

ADJOURNMENT:

M/S Councillors Heiberg/Miller

THAT:

"The Special Council Meeting for March 12, 2014 be adjourned"(7:28p.m.)

CARRIED

	<i>Diarized</i>	<i>Last Review/Action</i>
DIARY		
<i>Conventions/Conferences/Holidays</i>		
NCLGA AGM & Convention May 7-9, 2014	10/28/13	
Co-Op Correspondence Re: Card Lock	11/12/13	

Certified Correct:

Minute Taker

Chair

**Application for Hudson's Hope Financial Assistance Grant:
Hudson's Hope Brownies**

Description: Brownies is a club for girls who are in grades 2 and 3 (7 & 8 years old), and is a part of Girl Guides Canada. We are currently enjoying our second year of Brownies in Hudson's Hope, and have had a great time so far. This year, we have 9. We meet weekly for an hour and 30 minutes and provide a variety of fun activities for the girls, which also help develop them as people. The program includes activities related to self esteem, community involvement, personal growth, active living, STEM (Science, Technology and Engineering), environmental stewardship, camping, the arts and many others. In addition to regular meetings, the girls have visited the post office, participated in the Hudson's Hope Remembrance Day Ceremony, had a Science and Space themed sleepover, and planned and held a Christmas party for the Sparks and residents of Silver Willows. For the remainder of the year we plan to visit the GMS visitor centre, have a bike rodeo and have a visit from a dental health professional from FSJ. We also provide the girls with first aid training from a certified First Aider. We have an overnight camp planned for early June along with a number of other field trips in the Hudson's Hope area. We will participate in "Pitch In" week to help keep our community beautiful.

We are extremely thankful to the District of Hudson's Hope for providing us with start up funds in September 2012. This assistance has enabled us to provide quality programming to these young residents of Hudson's Hope. We aim to continue to provide excellent programming for the girls next year, and we are submitting this application to aid us in doing so. We are requesting \$890 to allow us to purchase the supplies needed to run our program, including \$300 for badges, \$590 towards our craft and themed supplies for meetings. Please review the following budget for more details. Thank you for considering our application.

Expected Brownies Program for September 2013-June 2014:

Participants: 8-10 girls and 3 Unit Leaders.

Activities: 35 Weekly meetings, 1 sleepover, 1 overnight camp, field trips within and around Hudson's Hope, participation in Remembrance Day ceremony, community clean up and beautification initiatives.

Expected Expenses:

Meetings:	\$600	(\$20 per week for supplies and activities)
Badges:	\$300	
Overnight Camp:	\$300	
Sleepover	\$250	
Volunteers	\$240	(uniforms/ Guider Books and training)

Total Expenses: \$1690

Expected Revenue:

Membership fees	\$135	(\$15 for each girl, based on 9 girls)
Girl Guide Cookies	\$360	(based on 9 girls selling 4 cases each)
Weekly Dues	\$305	(based on 9 girls paying \$1 per week for 35 weeks)
Total Revenue:	\$800	

Requested amount: \$890

All Girl Guides bank accounts within the Alcan District (Ft. St. John, Hudson's Hope) are overseen by the District Treasurer. A bank statement for the Hudson's Hope Brownies has been requested, and I will forward it to the District when I receive it.

Thank you for considering our request. If you have questions or require further information, please contact me at (250) 783-5312 or by email: jenn.meleschuk@gmail.com.

Sincerely,

Jenn Meleschuk (Snowy Owl)
PO Box 368
Hudson's Hope, BC
V0C 1V0

March 17, 2014

District of Hudson's Hope
PO Box 331
Hudson's Hope, BC
V0C 1V0

Re: Financial Assistance Grant

Dear Mayor Johansson and Council:

On behalf of the Community Hall Society I would like to express my gratitude for the \$15,000.00 grant received in 2013 for the new basement floors, facia, painting and deck reconstruction costs.

It is with regret that we have not had the time available to install the flooring and complete the outside renovations. As I'm sure you are aware the Lions Club has for the most part taken over the Community Hall Society. Because of this we have one group of volunteers doing the work of two non-profit societies and our hours have been stretched a little thin. However, we recognize the importance and necessity of these renovations and would like to see them completed this year.

I've attached the photos and application that was submitted for the Financial Assistance Grant in 2013. The Community Hall Society would like to request \$8,000.00 for the cost to hire a contractor to install the flooring in the basement, renovate the downstairs bathrooms, replace the facia on the exterior of the building and demolish and re-build the back deck.

The Hall has been successful after raising our rental costs and is still able to pay for our operational costs but additional maintenance and upgrades have been neglected over the past few years. The Lions Club is holding 3 work bees in March to put a fresh coat of paint on the interior and continues to work hard to maintain this quintessential part of our community!

We thank you so much for your contributions and look forward to hearing from you.

Regards,



Johanna Dupuis
Secretary/Treasurer
Community Hall Society



Account Activity

Member Name HH COMMUNITY HALL
SOCIETY

Member Number 442590

Account Name Chequing - Organization 101

Current Balance \$21,281.99

Current Interest Rate 0.250%

50 most recent transactions in the last 15 days

March 21, 2014

Chequing - Organization 101

Date	Description	Credits	Debits	Balance
20-Mar-2014	<u>In-province Clearing</u> Cheque # 108 Cheque Date 19-Mar-2014 Cheque Account Number 1673101000442590		-\$373.76	\$21,281.99
19-Mar-2014	<u>In-province Clearing</u> Cheque # 107 Cheque Date 18-Mar-2014 Cheque Account Number 1673101000442590		-\$165.14	\$21,655.75

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DISTRICT OF HUDSON'S HOPE

Application for Assistance

Name of Organization:

Hudson's Hope Community Hall Society

Mailing Address:

Box 333, Hudson's Hope BC V0C 1V0

Contact:

Kelly Newsholme

Telephone:

250 783-5736

Purpose and form of requested assistance: (provide details of the event or project)

**Please note the new addition to the policy on the back page.*

On behalf of the Hudson's Hope Community Hall Society, I would like to make application for assistance from the District of Hudson's Hope for \$15,000 for Community Hall repairs, maintenance and upgrades.

Built in the early 70's, the hall has been a focal point in our community for many years. Ongoing repairs, maintenance and upgrades are needed to keep the hall functional, clean and safe.

Work on the hall last year included replacing the emergency lights and batteries, removing the black mold from the downstairs men's washroom, installing a hand wash sink in the kitchen, repairing the eaves on the parking lot side and replacing the fire extinguishers.

In 2012, Janice Herbison approached the Lions Club members about taking over the running of the hall as she was finding it too much work. Although still a separate entity, the Community Hall Society business is looked after following the monthly Lions Club meetings by the Lions Club members.

In the past, grants from the District have been awarded to the Community Hall Society for maintenance, repairs and for operations as well.

Effective June 1, 2012, we altered the hall rental rates in an attempt to better reflect the needs of the community and to cover the operating costs. These costs include utilities, janitorial and the annual fee requirements. Between May 2012 and February 2013, hall rental incomes totaled \$6,000 and we are estimating an additional \$2500 til the end of our fiscal on April 30. We are confident that the hall can continue to pay its operational costs but that does not leave any room for maintenance and repairs.

Where applicable, include a copy of your annual budget, latest financial statement, etc

Date

FEBRUARY 15, 2013

Authorized Signatory



To assist with the preparation of the financial plan, this application should be received by the municipality by February 18, 2013.

APPENDIX A. PHOTOS OF THE COMMUNITY HALL EXTERIOR



Fig 1. Roof over back steps



Fig 2. Downspout for redirection



Fig 3. Peeling fascias and soffits



Fig 4. The leaning gazebo



Fig 5. Back stairs



Fig 6. Roof over back stairs

APPENDIX A. PHOTOS OF THE COMMUNITY HALL BASEMENT



Fig 1. Main basement room - 28' x 43'



Fig 2. Storage room 5' x 17'



Fig 3. Single washroom



Fig 4. Single washroom floor



Fig 5. Cubicle in mens washroom



Fig 6. Existing flooring

**HUDSON'S HOPE COMMUNITY HALL
FINANCIAL STATEMENT
As of April 30, 2012**

BANK BALANCE APRIL 30, 2011 **\$12,303.32**

INCOME

Rental Income	\$2,250.25	
Donations	350.00	
Interest Income	<u>16.77</u>	
Total Income		<u>\$2,617.02</u>

\$14,920.34

EXPENSES

Janitor	\$5,557.63	
Supplies	1,235.99	
Building Mtnce	2681.77	
Natural Gas	2534.93	
Electricity	1005.51	
Phone	595.54	
Society Fees	25.00	
Socan Fees	207.28	
Scholarships	<u>1000.00</u>	
Total Expenses		\$14,843.65

BANK BALANCE APRIL 30, 2012 **\$76.69**

\$14,920.34

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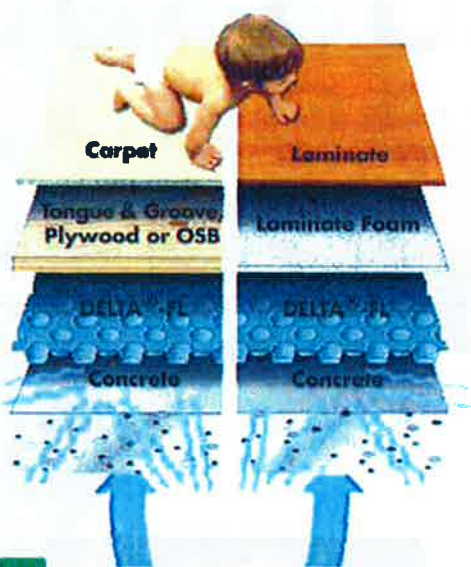
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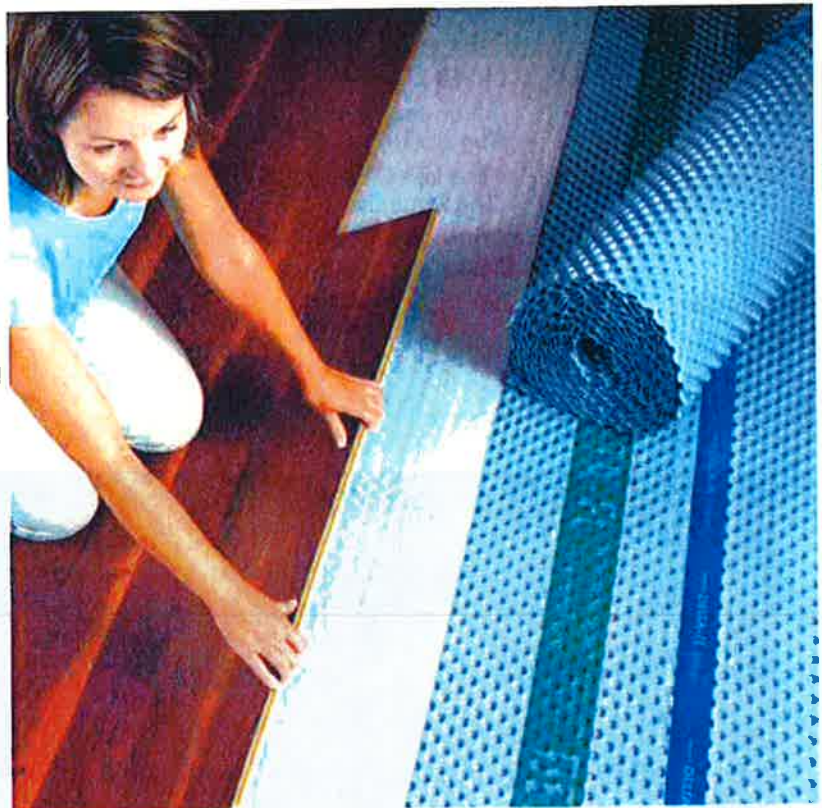




ur subfloor system.

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- Creates a vapor pressure equilibrium between the air-gap created by DELTA®-FL and the soil/concrete below, stopping the moisture drive into the interior and providing a healthier, less humid climate.

*seams are sealed with DELTA®-MOISTURE PROOF TAPE.



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Panel Height:	5/16" (8 mm)
Working Temperature:	-22°F to + 176°F -30°C to + 80°C
Air-Gap Volume:	~ 0.13 gal/ft ² (5.3 litres/m ²)
Compressive Strength:	~5200 psf (~250 kN/m ²)
Toxicity:	Non-toxic, Non-polluting
Service Life Expectancy:	The Life Of The Structure
Panel Sizes:	3.5'(1.07m) x 30.0'(9.14m) 5.0'(1.52m) x 65.6'(20.0m)
Sheet Size:	4.0'(1.22m) x 8.00'(2.45m)



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Model # LALCCL EXPRESSO



24 Sq.Ft. Press & Go Espresso Cantera Vinyl Floor Tiles

Item # 2560-053

Model # LALCTR EXPRESSO



24 Sq.Ft. Press & Go Espresso Barn Oak Vinyl Floor Tiles

Item # 2560-048

Model # LAL012EXPRESSO



24 Sq.Ft. Press & Go Espresso Red Oak Vinyl Floor Tiles

Item # 2560-049

Model # LAL785EXPRESSO



24 Sq.Ft. Press & Go Espresso Whistler Oak Vinyl Floor Tiles

Item # 2560-047

Model # LAL013EXPRESSO

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Hudson's Bay Store (Circa 1939) Now our Museum

Hudson's Hope Historical Society Museum and Gift Shop

9510 Beattie Drive (across from the info center)
PO Box 98, Hudson's Hope, B.C. V0C 1V0

Ph. 250-783-5735 Fax. 250-783-5770

Email: hbmuseum@pris.ca

Web Site: www.hudsonshopmuseum.com

7th March, 2014

Mayor Johanson and Council Members
District of Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC V0C 1V0

Re: Application for Financial Assistance 2013

The Hudson's Hope Historical Society is presenting an application for financial assistance to the District of Hudson's Hope in the sum of \$51,000.00. This represents an increase on our 2013 request, which reflects inflationary pressures. Enclosed are both the proposed budget for 2014 and the 2013 financial statement.

Wages are the largest outlay in society funds. There is only limited money available through project grants for wages. The benefits of investing money in staff hours and professional development over the last couple of years have proven very beneficial. New projects have been initiated and the museum has become more involved in the local and regional communities. We are working on a display to open in June/July 2014, looking at the Gething Family, Hudson's Hope and Coal.

In past years, we have requested an additional \$6500 "Student fund" from the DOHH to ensure that we can recruit early for summer students in advance of notification of our Service Canada and Young Canada Works applications. We have been successful in receiving funding through YCW and Service Canada, for the last the years, and are confident that we will receive funding this year as well and as such are not requesting this funding.

We look forward to presenting our goals and budget proposal to Council in the near future.

Yours truly,

Elinor Morrissey Museum Manager/Curator

Hudson's Hope Historical Society

Income Statement - 01/01/2013 to 12/31/2013

Revenue	Actual 2013	Budget 2013
Grant Income	69700.00	99,000.00
Gift Shop Income	16415.72	16,500.00
Fundraising Income	10461.04	22,500.00
Bank	886.83	600.00
Total	97463.59	138,600.00
Expenses	Actual 2013	Budget 2013
Personal	74052.62	86,550.00
Training/Conferences	643.74	4,500.00
Historical Society	771.09	1,400.00
Collections Management	826.81	8,000.00
Outreach	96.29	900.00
Museum/Grounds	730.42	3,000.00
Administration	7502.82	14,750.00
Utilities	4450.54	6,000.00
Special Project	6000.00	6,000.00
Total Expense	95074.33	138,600.00
Net Income	2389.26	-

Hudson's Hope Historical Society
Budget 2014

Revenue	Budget 2014
Grant Income	104100.00
Gift Shop Income	17000.00
Fundrasing Income	14500.00
Bank	600.00
Total	136200.00
Expenses	Budget 2014
Personal	80700.00
Training/Conferences	4500.00
Historical Society	950.00
Collections Management	11000.00
Outreach	800.00
Museum/Grounds	3000.00
Administration	12650.00
Utilities	5400.00
Gift Shop	12200.00
Special Project - Museum Expansion	5000.00
Total Expense	136200.00



PROVINCE OF BRITISH COLUMBIA
Certificate of Registration

PURSUANT TO
THE SOCIAL SERVICES TAX ACT

THIS IS TO CERTIFY THAT THE HOLDER OF THIS CERTIFICATE WHOSE NAME APPEARS HEREIN, IS A
REGISTERED VENDOR UNDER THE ACT ABOVE CITED. THE VENDOR IS DEEMED TO BE AN AGENT FOR THE
MINISTER OF FINANCE AND AS SUCH IS DULY AUTHORIZED TO COLLECT THE TAX IMPOSED BY THIS ACT.

DEPARTMENT OF FINANCE

DATE OF ISSUANCE			ACCOUNT NO.
DAY	MONTH	YEAR	
13	JULY	69	613011

NAME AND ADDRESS

FUDSCNS HOPE HISTORICAL SOCIETY
FUDSCNS HOPE MUSEUM
BOX 93
FUDSCNS HOPE BRITISH COLUMBIA

K.C. McPherson

COMMISSIONER

THIS CERTIFICATE SHALL BE DISPLAYED AT THE PRINCIPAL PLACE OF BUSINESS OF THE VENDOR IN THE PROVINCE AND IS

NOT TRANSFERABLE

IN THE EVENT OF ANY CHANGE IN ADDRESS OR NAME OR NATURE OF THE VENDOR'S BUSINESS, AND FURTHER
IN THE EVENT OF THE VENDOR'S BUSINESS BEING DISCONTINUED OR CHANGING OWNERSHIP, SURRENDER THIS CERTIFICATE TO
THE COMMISSIONER, SOCIAL SERVICES TAX, PARLIAMENT BUILDING, VICTORIA, B.C.



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

DISTRICT OF HUDSON'S HOPE

Application for Assistance

Name of Organization:

Hudson's Hope Public Library Association

Mailing Address:

Box 269 Hudson's Hope BC V0C1V0

Contact:

Amber Norton

Telephone:

(250) 783-9414

Purpose and form of requested assistance: (provide details of the event or project)

*Please note the new addition to the policy on the back page.

Please see attached letter.

Thank you.

Where applicable, include a copy of your annual budget, latest financial statement, etc.

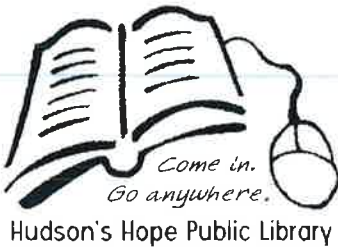
Date:

February 14, 2014

Authorized Signatory

Amber Norton

To assist with the preparation of the financial plan, this application should be received by the municipality by **February 14, 2014.**



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: hh.ill@pris.ca

District of Hudson's Hope
Box 330
Hudson's Hope, BC V0C 1V0

February 14, 2014

Mayor Gwen Johansson and Council,

Re. 2014 Operating Budget Hudson's Hope Public Library

Please find enclosed the proposed 2014 budget for the Hudson's Hope Public Library as well as our December 2013 financial statement.

Regrettably, our 2013 Draft financial statement has not yet been completed. As soon as our accountant provides us with this information, it will be presented to be added to our file. We expect the draft SOFI to be ready in the next two weeks.

Our total estimated budget for 2014 is \$127,979.50. We would like to request the amount of \$109,984.50 in financial assistance granted from the District of Hudson's Hope to use towards our annual operating budget for 2014.

Thank you for your consideration of this application. Should you require any clarification or additional information, please do not hesitate to contact me.

Kind Regards,

A handwritten signature in blue ink, appearing to read "Amber Norton", is written over a large, stylized blue oval.

Amber Norton
Library Director
Hudson's Hope Public Library

Hudson's Hope Public Library Operating Budget 2014

Revenues	2013 projected	2013 actual	2014 projected
Municipal Grant	88,698.00	88,698.00	109,984.50
2012 Revenue Surplus	8,289.00	8,289.00	
Provincial Book Grant	4,093.00	4,093.00	4,093.00
BC One Card	6,350.00	6,350.00	6,350.00
LSB - ILL Grant	1,585.00	2,052.00	2,052.00
Interest Income	900.00	945.74	1,900.00
Other Revenue	2,000.00	2,907.14	3,000.00
Other Grants	0.00	2,500.00	0.00
Book club admin	1,200.00	500.00	600.00
Total Revenue	113,115.00	116,334.88	127,979.50

Expenses			
Personnel			
Director	34,160.00	33,966.00	38,676.00
Library Clerk/Bookkeeper	16,852.00	19,262.44	21,264.50
Library Clerk/Programs	16,852.00	15,647.45	21,016.00
Custodian	2,418.00	2,434.75	2,769.00
EI	1,872.00	1,874.64	2,362.00
CPP	3,521.00	2,875.50	4,327.00
WCB	93.00	88.10	140.00
New Director	0.00	0.00	0.00
Summer Student	847.00	0.00	0.00
Sub Total	76,615.00	76,148.88	90,554.50

surplus	466.12
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Staff Expenses			
Staff Conferences & Mtgs.	600.00	505.00	500.00
Staff Travel	3,000.00	2,290.14	2,300.00
Staff Training	700.00	476.10	475.00
Sub Total	4,300.00	3,271.24	3,275.00

surplus	1,028.76
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Library Board Expenses			
Board Conferences & Mtgs.	500.00	1,660.68	1,250.00
Board Travel	2,000.00	2,206.28	1,750.00
Library Memberships	300.00	276.88	300.00
Sub Total	2,800.00	4,143.84	3,300.00

shortfall	-1,343.84
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Hudson's Hope Public Library Operating Budget 2014

	2013	2013	2014
	projected	actual	projected
Reading Materials			
Adult Fiction HC	8,000.00	7,783.35	3,200.00
Adult Fiction PB	2,000.00	2,630.38	940.00
Adult Non-Fiction			1,560.00
Periodicals	1,500.00	1,364.60	1,500.00
Adult Audiobooks	300.00	273.98	300.00
Children's Books			3,800.00
Adult DVD	500.00	621.16	400.00
Children's DVD			300.00
Databases	400.00	388.32	1,100.00
devices (eBook, magazine)	600.00	0.00	300.00
Book Replacement	0.00	332.42	0.00
Book covers & spine labels			500.00
Sub Total	13,300.00	13,394.21	13,900.00

shortfall

-94.21

Administration			
Office Supplies	2,000.00	2,420.27	2,400.00
Postage & Freight	1,000.00	1,273.30	1,450.00
Computer Supplies	750.00	266.50	1,300.00
Computer Software	1,400.00	1,318.46	350.00
Advertising & Promotion	400.00	356.35	400.00
Reading Programs	300.00	289.74	500.00
Accounting	2,200.00	2,771.80	2,500.00
Misc.	100.00	530.40	200.00
Technical Support	1,200.00	1,073.24	1,200.00
Insurance - liability	600.00	600.00	600.00
Custodial supplies	250.00	350.28	300.00
Bank charges	300.00	124.68	150.00
Hiring expenses for new Director	0.00	0.00	0.00
deposit return		40.00	
Sub Total	10,500.00	11,415.02	11,350.00

shortfall

-915.02

Utilities			
Electricity	2,500.00	2,254.12	2,400.00
Gas	1,600.00	1,481.16	1,600.00
Telephone/Fax	1,500.00	1,579.18	1,600.00
Sub Total	5,600.00	5,314.46	5,600.00

surplus

285.54

Total 2013 shortfall

(compensated by fundraising)

-572.65

Capital Reserve Acquisitions

4,784.77

Total Expenses

113,115.00

118,472.42

127,979.50

Hudson's Hope Public Library
Income Statement (Cash Basis)
Comparison Statement of Actual to Budget
Month End: December 2013

	Actual	Budget	Difference	Percent
REVENUE				
Municipal Grant	88,698.00	88,698.00	0.00	100%
Provincial Book Grant	4,093.00	4,093.00	0.00	100%
BC One Card Grant	6,350.00	6,350.00	0.00	100%
LSB - ILL Grant	2,052.00	1,585.00	467.00	129%
Interest Income	945.74	900.00	45.74	105%
Other Grants	2,500.00	0.00	2,500.00	
Subtotal Revenue	104,638.74	101,626.00	3,012.74	103%

Other Revenue

Book Club Reinbursement	500.00	1,200.00		33%
Fines	402.10			0%
Photocopy	500.45			0%
Fax	202.75			0%
Sales	77.75			0%
Donations	827.08			0%
Deposits	130.00			0%
Miscellaneous	715.00			
Lost Books	52.01			0%

Subtotal Other Revenue	3,407.14	2,000.00	1,407.14	170%
TOTAL REVENUE	108,045.88	104,826.00	3,219.88	103%
2012 Revenue Surplus		8,289.00		
		113,115.00		

EXPENSE

Personnel

Director	33,966.00	34,160.00	(194.00)	99%
Library Clerk/Programer	16,549.31	16,852.00	(302.69)	98%
Bookkeeper	2,713.13	2,457.00	256.13	110%
Library Clerk/Bookkeeper	15,647.45	14,395.00	1,252.45	109%
Janitor	2,434.75	2,418.00	16.75	101%
Summer Student Employee	0.00	847.00	(847.00)	0%
EI Expense	1,874.64	1,872.00	2.64	100%
CPP Expense	2,875.50	3,521.00	(645.50)	82%
WCB Expense	88.10	93.00	(4.90)	95%
Staff Conferences & Meetings	505.00	600.00	(95.00)	84%
Staff Travel	2,290.14	3,000.00	(709.86)	76%
Staff Training	476.10	700.00	(223.90)	68%
Total Personnel Expenses	79,420.12	80,915.00	(1,494.88)	98%

Library Board

Board Conferences & Meetings	1,660.68	500.00	1,160.68	332%
Library Memberships	276.88	300.00	(23.12)	92%
Board Travel	2,206.28	2,000.00	206.28	110%
Total Library Board Expenses	4,143.84	2,800.00	1,343.84	148%

Reading Materials

	Actual	Budget	Difference	Percent
Books (Hard Cover)	7,783.35	8,000.00	(216.65)	97%
Paperbacks	2,630.38	2,000.00	630.38	132%
Periodicals / Magazines	1,364.60	1,500.00	(135.40)	91%
Audio Books	273.98	300.00	(26.02)	91%
DVD	621.16	500.00	121.16	124%
Database Expense	388.32	400.00	(11.68)	97%
Devices (eBook, magazine)	0.00	600.00	(600.00)	0%
ILL - Lost Books	332.42		332.42	0%
Total Reading Materials Expense	13,394.21	13,300.00	94.21	101%

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Tom Matus, CAO
DATE: March 18, 2014
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: Parcel Tax Roll Review Panel

RECOMMENDATION

THAT: "Council appoint
Parcel Tax Roll Review Panel." and to the

AND FURTHER MORE: "Council allow staff to advertise the first sitting of the Parcel Tax Roll Review Panel for Thursday, April 17, 2014 at 6:00 p.m."

ADMINISTRATOR COMMENTS:

I support the recommendation.

Tom Matus, CAO

INFORMATION

The Community Charter section 200 (1) states that a council may, by bylaw, impose a parcel tax in accordance with this Division to provide all or part of the funding for a service.

Each year, in which a parcel tax is imposed, the Council must:

- appoint at least 3 persons (members of Council) as the members of the Parcel Tax Roll Review Panel;
- establish the time and place for the sitting of the panel, and
- have advance notice of the time and place published in accordance with section 94 of the *Community Charter*.

The purpose of the parcel tax roll review is to give the affected property owners an opportunity to inspect the parcel tax roll and to request that the roll be amended respecting:

- an error or omission respecting a name or address on the parcel tax roll;
- an error or omission respecting the inclusion of a parcel;
- an error or omission respecting the taxable frontage of a parcel; and
- an exemption that has been improperly allowed or disallowed.

The proposed date for the Parcel Tax Roll Review Panel meeting is Thursday, April 17, 2014 at 6:00 pm. This will allow sufficient time for notices to be sent to all property owners and for the

required ads to be placed in the newspaper. Once complete, the majority of the members will be required to sign a certificate authenticating the parcel tax roll.

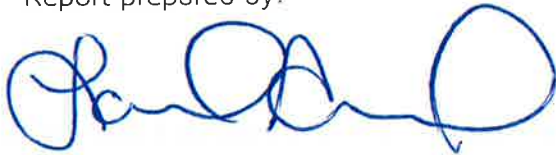
This meeting is set up to hear complaints and make corrections:

(1) Subject to subsection (2), a person may make a complaint to the parcel tax roll review panel on one or more of the following grounds:

- (a) there is an error or omission respecting a name or address on the parcel tax roll;
- (b) there is an error or omission respecting the inclusion of a parcel;
- (c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
- (d) an exemption has been improperly allowed or disallowed.

(2) A complaint must not be heard by the parcel tax roll review panel unless written notice of the complaint has been given to the municipality at least 48 hours before the time set for the first sitting of the review panel.

Report prepared by:

A handwritten signature in blue ink, appearing to read 'Laurel Grimm', with a large, stylized loop at the end.

Laurel Grimm, Deputy Clerk

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
SUBJECT: Budget Meetings
DATE: March 14, 2014
FROM: Laurel Grimm, Deputy Clerk

RECOMMENDATION:

That: "Council advise Staff to schedule special meetings to discuss the 2014 Annual Financial Plan on _____ and _____."

And furthermore:

"Staff is authorized to schedule a Special Meeting on May 5, 2014 at 5:00 p.m. to receive the 2013 Financial Statements and review the 2014 Annual Financial Plan."

ADMINISTRATOR COMMENTS:

I agree with the recommendation.

BACKGROUND:

Budget meetings (Usually done in three separate meetings) Recommended that these meetings be scheduled prior to the end of April.

1. Operating
2. Capital
3. Compilation of Operating and Capital

Approved budget must then go to Deputy Treasurer to be finalized into the Annual Financial Plan Bylaw and report.

Adoption of Bylaw at 2 separate meetings

4. 1st, 2nd and 3rd readings
5. Adoption

Must be approved before the 15th of May and after the adoption of the Financial Statements.

Colleen Ballantyne from KPMG will be here tentatively on May 5th to present the 2013 Financial Statements.

Report Prepared By:

A handwritten signature in blue ink, appearing to read 'Laurel Grimm', with a stylized, cursive script.

Laurel Grimm, Deputy Clerk

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Financial Assistance Grant Policy Review
DATE: March 14, 2014
FROM: Laurel Grimm, Deputy Clerk

RECOMMENDATION:

That: *"Council rescind the FINANCIAL ASSISTANCE (PROVIDING ASSISTANCE) POLICY Council Resolution No. 121/03"*

And furthermore:

"Council adopt the District of Hudson's Hope Financial Assistance Grants Policy" Effective Date March, 24, 2014.

ADMINISTRATOR COMMENTS:

I agree with the recommendation.

INFORMATION:

Every year the District designates funds to be awarded to local clubs and organizations. The deadline for submissions was on February 14, 2014.

On March 12, 2014 at 5:00 p.m. Council received presentations from the applicants for the 2014 Financial Assistance Grants.

The Hudson's Hope Historical Society, Hudson's Hope Public Library Association and Hudson's Hope Community Hall Society will present their applications on Monday, March 24, 2014. Jenn Meleschuk, on behalf of the Hudson's Hope Brownies, was unable to make the presentations on the 12th and will present the night of the 24th as well.

The Local Government Act states, Council may provide assistance for the purpose of benefiting the community or any aspect of the community, subject to the specified limitations and conditions established by or under this or another Act. This assistance may be a grant, benefit, advantage or other form of assistance including:

- a) an exemption from a tax, fee or charge;
- b) disposing of land or improvements, or any interest or right in or with respect to them, for less than market value;
- c) lending money;
- d) guaranteeing repayment of borrowing or providing security for borrowing; and
- e) assistance under a partnering agreement.

Our Financial Assistance Policy states when an application for a grant is submitted to the Council, the person must also provide:

- (a) a written explanation of the project or event with time schedules;
- (b) a budget for the project or event showing anticipated revenue and expenses;
- (c) a financial statement of the previous year, if applicable;
- (d) if a capital project will require funding over more than one year, a financial plan will be required for the extent of the proposed construction; and
- (e) a copy of incorporation documents with current status of society or group.

If assistance in the form of a grant is approved Council requires the organizer(s) to provide the municipality with a financial statement of revenue and expenses when the event or project concludes.

Applications should contain all assistance requests for the year, including waivers for municipal tent rental and other donation requests such as complimentary recreation admission requests.

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 Council should be specifically requested to authorize an earlier payment.

I have included a comparison spreadsheet which illustrates the grant requests for the past three years.

On March 28, 2013 a **DRAFT Financial Assistance Grant Policy** was reviewed by Council and used as a template for approval last year; however, it was never formally adopted. I have included the draft for your review, reference and consideration for possible adoption.

The purpose of the revised policy is to exempt the Hudson's Hope Library Association, Community Hall and Museum buildings from the policy as they are municipal buildings and may be dealt with separately from non-profit local grant applications.

Council may want to look at implementing a grant process for municipal buildings if they are not to fall within the parameters of this policy.

This is a great opportunity for Council to utilize the policy and make changes as needed prior to approval of the policy. Should Council wish to do so we may adopt the amended Financial Assistance Grant Policy to be implemented for the 2014 Grant Applications.

Report prepared by:



Laurel Grimm, Deputy Clerk



District of Hudson's Hope

Land of Dinosaurs and Dams

FINANCIAL ASSISTANCE (PROVIDING ASSISTANCE) POLICY

Council Resolution No.121/03

Effective Date: April 8, 2003

Section: Finance

Purpose:

Under section 176 (1)(c) of the *Local Government Act*, the Council may provide assistance for the purpose of benefiting the community or any aspect of the community, subject to the specific limitations and conditions established by or under this or another Act.¹ This assistance may be a grant, benefit, advantage or other form of assistance including:

- (a) an exemption from a tax, fee or charge;
- (b) disposing of land or improvements, or any interest or right in or with respect to them, for less than market value;
- (c) lending money;
- (d) guaranteeing repayment of borrowing or providing security for borrowing; and
- (e) assistance under a partnering agreement.

Policy Details or Policy Objectives:

Applicants for assistance must be aware that the financial resources of the municipality are finite and each year the Council must establish a budget of which grants form a part. Once the financial plans are formalized as a bylaw it may be difficult to consider applications which are submitted after that time. Therefore, applications should be received by the municipality before January 31st, and should contain all assistance requests for the year, including waivers for municipal tent rental.

Procedures or Guiding Principles:

The Hudson's Hope Historical Society, the Hudson's Hope Public Library Association and the Hudson's Hope Community Hall Development Society rely on funding from the municipality in order to continue to operate. Others may require financial assistance to undertake a special project, event or an improvement to their facilities. When an application for a grant is submitted to the Council, the person must also provide:

- (a) a written explanation of the project or event with time schedules;
- (b) a budget for the project or event showing anticipated revenue and expenses;
- (c) a financial statement of the previous year, if applicable;

-
- ¹ 182 As a limitation on section 176 (1)(c), a local government must not provide assistance to an industrial, commercial or business undertaking.
- 183 Despite section 182 and in addition to the power under section 176 (1)(c), a local government may provide assistance under a partnering agreement.
- 184 As a limitation on section 176 (1)(c) and 183, a council may only provide a property tax exemption in accordance with Division 1 of Part 10.

- (d) if a capital project will require funding over more than one year, a financial plan will be required for the extent of the proposed construction; and
- (e) a copy of incorporation documents with current status of society or group.

The Council expects the individual or representative to present the application in person.

If assistance in the form of a grant is approved, the Council requires the organizer(s) to provide the municipality with a report and a financial statement of revenue and expenses when the event or project concludes.

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.

The Council refers to the following guidelines when considering some types of financial grants. Exceptional achievements or special circumstances may deserve consideration for additional funding:

Sporting events – team or individual – the participant(s) must have qualified in a competition to represent the Peace region in a provincial or extra-provincial event. Grant requests to attend competitions in order to “qualify for” provincial or national competitions will not be considered.

- Individual competition: maximum of \$100
- School team competition: maximum of \$50 per player
- Non-school team competition: maximum of \$50 per player

No grant applications will be considered for the purchase of team jerseys or individual team equipment, foot wear, clothing or other operating expenses.

Scholastic achievements (e.g., SHAD Valley)

- Maximum of \$250 per student

Applicants with property or infrastructure must be incorporated as a society or affiliated with a recognized organization.

The Council encourages all applicants to seek alternate sources of revenues rather than relying solely on the municipality (e.g., bottle drives, raffles, car washes, etc.). Organizations or individuals may consider providing a volunteer service for the benefit of the community.

Application for Assistance

Name of Organization: _____

Mailing Address: _____

Contact: _____ Telephone: _____

Purpose and form of requested assistance: (provide details of the event or project)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. A faint vertical margin line is present on the left side, creating a narrow left margin. The paper appears to be from a notebook or a standard ruled sheet.

Where applicable, include a copy of annual budget, latest financial statement, etc.

Date _____

Authorized Signatory

To assist with the preparation of the financial plan, this application should be received by the municipality before January 31st

FINANCIAL ASSISTANCE GRANT POLICY

Council Resolution No.
Effective Date:

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 should be registered as, or belong to a parent 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. Preference will be given to an organization that benefits the Hudson's Hope community at large.
8. Priority may be given to the following categories:
 - a. Family
 - b. Youth
 - c. Disabled
 - d. Adult
 - e. Size of Group

Note: Umbrella Groups will take priority over individual organizations. Individual groups are encouraged to apply through their Umbrella Group.

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

- a. National Events
- b. Provincial Events
- c. Regional Events
- d. Local 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 necessary.
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 (the number the organization puts on charitable donation receipts)		
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

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

VOC 1V0, CANADA

NAME OF ORGANIZATION	Address	CONTACT PERSON	2009 GRANT	2010 GRANT	2011 GRANT	2012 GRANT APPROVED	2013 GRANT APPROVED	2014 GRANT REQUEST	DESCRIPTION 2013
Bulthead Mountain Curling Club	Box 14 Hudson's Hope, BC VOC 1V0	Shane Frocklage						\$ 675.29	Waive yearly lease payment
Double "H" Saddle Club	Box 25 Hudson's Hope, BC VOC 1V0	Shaaron Jackson				\$ 2,500.00	\$ 3,000.00	IN KIND	Donation of Tent, Tables, and T-shirts (May 16-19)
Friends of Hudson's Hope	Box 247 Hudson's Hope, BC VOC 1V0	Bonnie Nilson							Requested that their property be exempted from taxes. See Exemption report.
Girl Guides of Canada	Box 476 Hudson's Hope, BC VOC 1V0	Amber Norton					\$ 450.00		Operation
Greta's Class Act	Box 687 Hudson's Hope, BC VOC 1V1	Greta Goddard						\$ 4,000.00	Summer Arts Program For new PA system. Also, donation of tent, tables and staff time.
High School Rodeo Club	Box 254 Hudson's Hope, BC VOC 1V0	Kim Stacey					\$ 1,500.00		
Hudson's Hope Brownies	Box 368 Hudson's Hope, BC VOC 1V0	Jenn Meleschuk					\$ -	\$ 890.00	Supplies (badges, crafts)
Hudson's Hope Grads	Box 595 Hudson's Hope, BC VOC 1V0	Darcy Hollen					\$ 1,000.00		Would like to offer services for funding. Please refer to application.
Hudson's Hope Community Hall Society	Box 333 Hudson's Hope, BC VOC 1V0	Kelly Newsholme	\$ 3,000.00	\$ 3,000.00		\$ 9,900.00			Hall repairs, maintenance and upgrades.
Hudson's Hope Fair Society	Box 386 Hudson's Hope, BC VOC 1V0	Heather Middleton			IN KIND	IN KIND	IN KIND	IN KIND	Arena Use September 13, (Garbage Cans, Tables, tent)
Hudson's Hope Historical Society	Box 98 Hudson's Hope, BC VOC 1V0	Ellnor Morrissey	\$ 55,500.00	\$ 55,500.00	\$ 55,500.00	\$ 55,500.00			Operating Costs
Hudson's Hope Lions Club	Box 443 Hudson's Hope, BC VOC 1V0	Kelly Newsholme				\$ 2,678.99	\$ 4,251.52	\$ 3,900.00	12 Round Tables and 2 baby change tables
Hudson's Hope Minor Hockey Association	Box 99 Hudson's Hope, BC VOC 1V1	Steve Kehl						\$ 800.00	Upgrades to Bottle Shed

2014

50

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Tom Matus, CAO
DATE: March 18, 2014
FROM: Laurel Grimm, Deputy Clerk
SUBJECT: Facility Signage Update

INFORMATION

In recognition of the District's 2012 rebranding process, we are working on establishing new signage throughout municipality including, but not limited to, facility signage, trail signs, directional signage, park signage and kilometer markings. The main goals are to attract recreational tourism, families and businesses, as well as unify the community. Council was engaged in a process to identify desirable brand characteristics and selected a new logo and tagline representing the 'Adventure' and 'Balance' of the region.

The next stage in the process is to get three quotes as required by the Purchasing Policy for the facility signage, capitalizing on the availability of local businesses and identifying our preferred submission appropriate to the District's needs. In achieving this goal the following tasks have been identified as part of this process:

1. Site Reconnaissance – each of the selected facilities have been assessed to identify site specific details that could impact the final product. Locations and typical sizes have been determined from this information.
2. Design Definition – responding to the site details we will identify unique signage requirements for each of the selected facilities. The signage package produced by Councillor Miller will be used as a guide for the standards that will be provided in the package as part of Task 3. The current plan is to produce signs for 9 of the District facilities (up to 17 signs eventually). The options for other facilities and things such as the Directional Signage could be added once the costs of the signs are better understood.
3. Request for Quotations (RFQ) – the combination of these requirements will be formalized into an RFQ package that will be submitted to three (3) local signage shops to render design and identify particular mounting and display requirements for us.
4. Final Selection – following submission of the RFQ's, a review process with Council will identify the most appropriate company to meet our requirements.

The RFQ will be prepared in a way so that the preferred shop will produce designs for the signs that will be presented to Council. Only when the designs have been approved will the final signs be produced. It would be expected that there would be some back and forth with the sign shop to come up with the final sign details.

5. After the signs have been selected and constructed, the preferred shop will install the signs as part of the Quotation.

A few things that we are considering but are not part of this work plan are:

Lighting design: For some of the facilities the District may want to include lighting for the new signs.

Structural support: It is anticipated that these signs will be mounted to the buildings and there will be no significant support necessary. If larger signs are needed, or standalone signs such as the destination kiosks are installed, the structural support of these signs may need to be looked at.

These items will be identified after the quotations are submitted and a selection made.

Report prepared by:

A handwritten signature in blue ink, appearing to read 'Laurel Grimm', with a large, stylized loop at the end.

Laurel Grimm, Deputy Clerk



Primary Image



Supportive / Standalone Image

PLAYGROUND OF THE PEACE

Slogan

Image and Identity

- Graphics, Text Colours, Materials
- Distinctive, unique
- Consistent

District Fonts for use:

Metro-DF

Mavenpro

Substitution in order:

1. Verdana
2. Arial

Signs and Notices (From Bylaw 823, 2013)

4.17.6

..."directional signage is permitted in Rural zones and Outdoor recreation areas."

M zone must not exceed 4.7 m²

OR zones must not exceed 2 m²

P1 zones must not exceed 2 m² P/W

P2 zones must not exceed 2 m² Info Centre and parking, playfields, playgrounds, campgrounds, boat launches marinas etc...

From the May bulletin cover:

Mayor Gwen Johansson and Council are pleased to announce that a new logo and tagline have been adopted for Hudson's Hope. The District Council of Hudson's Hope embarked on a branding process in 2012, to modernize its brand and address the following objectives:

- Local and regional recognition as a recreational tourism destination.
- Inclusion as one of the legs of the Alaska Highway journey.
- To bring families to live in this safe, affordable community (linked to the major industrial projects in the area).
- To drive business interest including cottage retail and permanent professionals.
- To pull a disconnected community together.

The process involved considerable discussion and review of options by Council and staff. Numerous suggestions were provided by the public and some of those suggestions led to the final design that was adopted.

The new tagline "Playground of the Peace" was previously utilized by the District and very much reflects how we are perceived by residents in the region. The new logo incorporates colours that are representative of the visual attributes of our environment.

The logo and tagline are being incorporated in external correspondence and will soon feature predominantly on our website and Facebook account. Over the coming months, several municipal vehicles will feature the new design and promotional materials will be updated.

There are no plans to change the Welcome signs to the District.


The intent of this document is to establish a consistent brand application to District of Hudson's Hope signage and promotional materials.


It is to accompany what has been set out in the adopted Brand Manual, and further clarify future usage, as passed by resolution XXX.XX, on ddMMMyyyy.


It encompasses any application of the logo, yet specifically deals with development and design and is to be used as a reference for directional, destination, entrance, interpretative, and facility signage.

1. Advance signs
2. Entrance signs
3. Directional signs
 - a. Highway Directional Signs

-
- b. Local Directional Signs
 - 4. Destination Signs
 - a. Landmark Destination
 - b. Destination Kiosks
 - c. Destination Facility Signs
 - 5. Route Marking Signs
 - 6. Interpretive Signs

	<p data-bbox="852 409 1068 451"> Advance Signs</p> <ul data-bbox="901 483 1469 619" style="list-style-type: none">○ Introduction – upcoming place or destination○ Generate Interest○ Establish graphic image○ Standard metal highway sign on metal post
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	<p> Entrance Signs</p> <ul style="list-style-type: none">○ Gateway - Announce arrival / Communicate welcome○ Establish Brand and Image○ Indicate attractions, features services○ Establish design elements -stone, metal, wood, natural flow○ Incorporate logo and slogan to existing signs if possible
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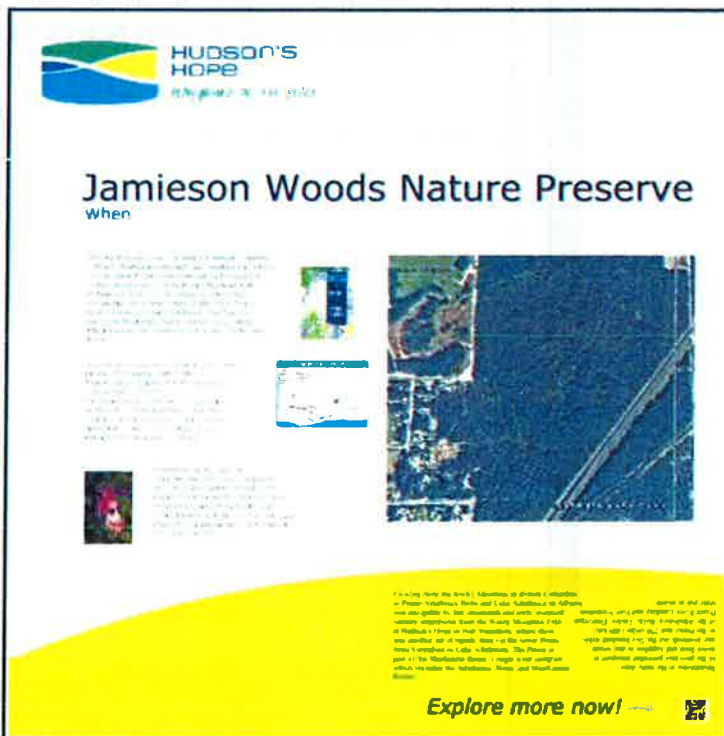
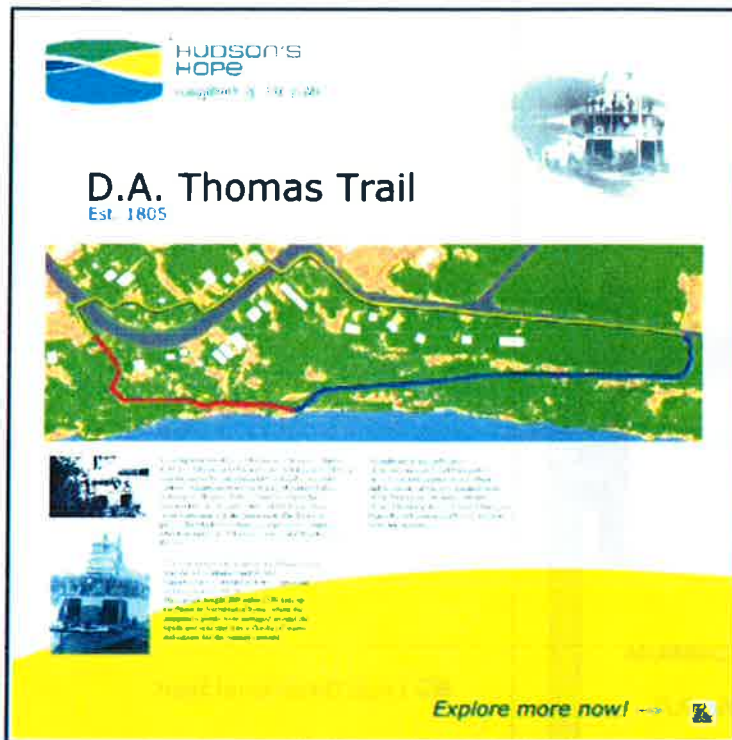
	<p> Highway Directional Signs</p> <ul style="list-style-type: none">○ Indicate decision points / provide guidance○ Reinforce graphics for destination / system○ Refine / Clarify message or options○ Materials for signs should be consistent with entrance signs○ Changeable metal sign plates
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Local Directional Signs

- Indicate decision points / provide guidance
- Reinforce graphics for destination / system
- Refine / Clarify message or options


Artwork concept provided by Sign Works FSJ

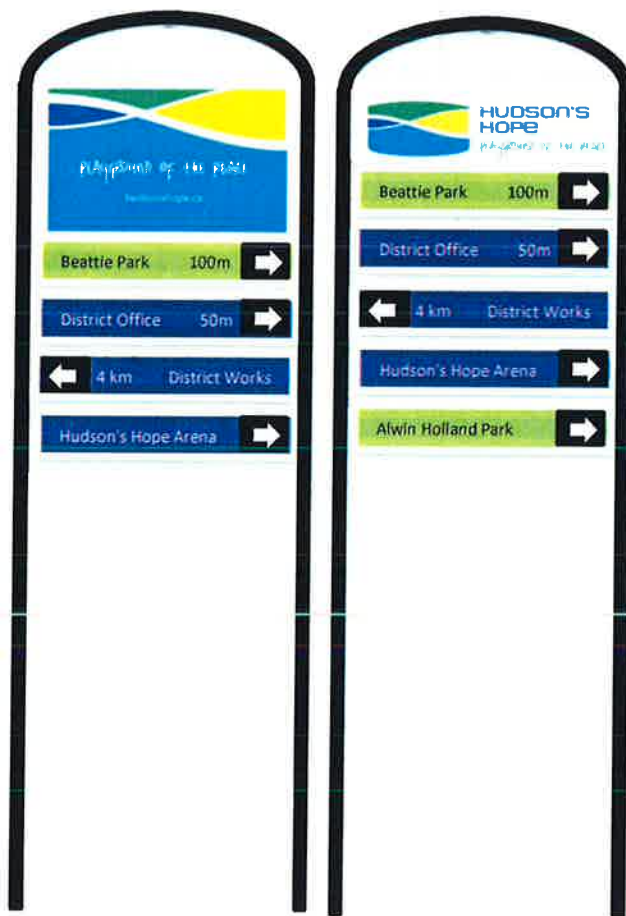


Destination Signs

- Interface of automobile / pedestrian
- Detailed information – maps, description of services, facilities, destinations, hours of operation, regulations, contacts, advertising, etc.,
- Brochure / Pamphlet distribution
- Streetscape, downtown core, park, community design feature, kiosk, etc.,
- Materials for signs should be consistent with entrance signs



	<p> Landmark Destination</p> <ul style="list-style-type: none"> ○ Major landmark / welcome signs at District entrance ○ Large scale impact ○ Visually welcomes travellers, marks entrance to town site ○ Reinforce graphics for destination / system ○ Refine / Clarify message or options
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Destination Kiosk

- Provide detailed information regarding District, services, features and attractions
- Materials reinforce graphics theme for system
- Feasible to add to, expand, or change signs at later date
- Possible sponsorship / advertising

Installation

- When mounted the first unit would be of the white background logo. Ideally, having three panels mounted on site, with the center or 'odd' numbered panel(s) with the dark background logo.
- These signs to be located in Parks, offering directional, attraction, and amenity information.



OPTIONAL SHAPE



OPTIONAL SHAPE

Facility Signs

- Identify specific civic facilities and gathering places
- Materials reinforce design theme for system
- Integrated with the site landscaping and vehicular / pedestrian arrival routes

Installation

- If mounted directly to the building, sign are preferably mounted to the right of the main entrance.
- Post mounting, if sign were viewed from the street, to be visible from both sides.
- Reading of the civic address would optimally be at eye level for the viewer.




Artwork concept provided by Sign Works FSJ




Destination - Park Signs

- Indicate arrival at Beattie Park / provide guidance
- Reinforce graphics for destination / system
- Repetition of brand and colours; mounting within park is on aluminum "Streetlamp" design - cohesive with existing park infrastructure.

Artwork concept provided by Sign Works FSJ

	<p> Route Marking Signs</p> <ul style="list-style-type: none">○ Guide posts and distance re-assurance○ Streetside / Trailside locations○ Direction, distance, decision points, clarify use○ Refine / Clarify message or options
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Directional signs	Facility Sign		#
Dinosaur Lake		Dinosaur Lake Campground 15 km →	2
Alwin Holland		Alwin Holland Park 3 km →	2
Gething		King Gething Campground →	2
Cameron Lake		Cameron Lake Campground →	2
Beattie Park		Beattie Park →	1
Stegge Park		Stegge Park →	2
D.A. Thomas Trail		D.A. Thomas Historical Trail →	3
Bullhead Mountain Trail		Bullhead Mountain Trail →	1
Jamieson Woods		Jamieson Woods →	2
Butler Ridge		Butler Ridge →	1
Trapper's Cabin		Trapper's Cabin 16 km →	1
Steam Vents		Hudson's Hope Steam Vents →	2
Pool	✓	Hudson's Hope Pool 1 km →	2
Softball	✓	Softball Diamonds 1 km →	3
Arena	✓	Hudson's Hope Arena →	3
Curling Club	✓	Bullhead Mountain Curling Club →	2
Tennis Courts	✓	Playground & Tennis Courts →	2
District Office	✓	Hudson's Hope District Office →	1
Public Works	✓	Public Works →	1
Comm Hall	✓	Hudson's Hope Community Hall →	2
Info Centre	✓	Info Centre →	2
Library		Library →	2
Museum		Museum →	2
New Horizons		New Horizons →	2
SWC		Silver Willow Court →	2
YNH		Hudson's Hope Airstrip (YNH) →	2
Remove the "District of Hudson's Hope" and mount to newly painted curved wall in Chambers			
WELCOME signs			

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Public Works Update
DATE: March 19, 2014
FROM: Mike Carter, Director of Public Works

INFORMATION:

Sewer Main Issues:

For the first time we are seeing frozen sewer mains, possibly due to the longer and cooler than usual winter combined with people not running their water as much because of our metering program. The frozen sections were on Mac Dougall St and Paquette Ave. With help from a local contractor the public works crew opened the main lines and some service lines that were affected. In the following days the crew had to return and re-steam the affected areas in order keep the mains open. We will inspect these lines daily until we are sure the frost is out of the affected area.

Garbage Truck:

Our garbage truck broke down with a malfunctioning fuel pump so we hired a contractor for a partial day and to unload our bins for a couple more until our unit was put back in service the morning of the 19th. I've talked to our supplier for the new truck and he indicated that new chassis was at their facility and is having the body installed. We are hoping to take delivery in the next 2 to 3 weeks.

Beryl Prairie Well:

The well was offline for a couple of days after the filler pipe was damaged – we do not know the cause. Public Works managed to fit in a fix at the same time that we were having freezing issues.

There has been in the last year or so a growing number of groups and agencies interested in taking well samples in Beryl Prairie. We assume that the interest is due to the increased oil and gas activity that has taken place over the last few years and it's affect on ground water. We try to accommodate these efforts as much as possible because they show there results to us and this type of information is always useful.

Spring Clean-up:

We will be starting our annual spring clean-up in the next week or ten days, depending what the weather does. During this time we will also be getting summer equipment ready to go as well as changing from winter to summer on our year round equipment.

Annual Reporting:

This is also the time of year when there is a fairly large amount of reporting to senior governments and agencies regarding past and present projects as well as reporting for ongoing things water and sewer facilities. Some of these agencies include Northern Health, Stats Can, Ministry of Environment, Water Management Branch of the Ministry of Forests, Lands and Natural Resources Operations and others.

Council Chamber Entrance Lock:

The public works crew has finally managed to get a look at the offending lock and found that there must have been an interruption of power for some reason which seems odd for a battery operated unit. At any rate they have reset it is operational as of Mar 19. Please let me know if you have more problems and if so we may have to go to a more industrial type unit.

Requests for Information:

I have noticed lately that there seems to be more requests for information regarding our infrastructure capabilities from a number of agencies and consultants with projects in the area. There are even some that are speculating about future projects in the north east and are gathering data. Looks like things are starting to ramp up a bit for the liquid natural gas pipe lines. I try to keep up with these as much as possible in order to ensure information is current and credible for anyone looking at the District for potential services.

Arena:

We have closed the arena for the season and will be looking at some further equipment upgrades/replacements for the summer. These will include dehumidifiers, parking lot lighting and front entrance work that will be included in the upcoming budget discussions.

Despite the above issues things seem to be running fairly smoothly, which I hate to admit as it tends to invite Murphey's Law into it when admitted out loud. I have tried to include information that might interest you and at the same time keep it brief. There always seems to be a steady stream of things going on to choose from so if I have missed anything that you would like to have information on let me know and I'll chase it down.

ADMINISTRATORS COMMENTS:

Noted as info.


Tom Matus, Administrator

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council
SUBJECT: Protective Services Monthly Update
DATE: 24 March 2014
FROM: Robert Norton, Director of Protective Services

INFORMATION:

This report is a synopsis of the activities of the various branches of the Protective Services Division.

Fire Department

Year to date the department has responded to 15 calls for service including:

Brush Fires	1
Ambulance Assist	5
False Alarm	1
Motor Vehicle Incidents	2
Investigations (no fire)	1
Hazardous Materials Response	1
Hydro Incidents	4

Under the Department's Junior Fire Fighter program which is ran in conjunction with Hudson's Hope School, this year's 5 participants have completed collectively 137 hours of in-house training and community service in 2013, with the students remaining in place with the department until the end of the school year.

The department has also worked closely with the Emergency Preparedness Coordinator for Spectra Energy to deliver a pipeline response awareness training session for department members and local RCMP on 18 March in Hudson's Hope.

Emergency Preparedness

Jamieson Woods fuel fire treatment project is substantially complete with the exception of some minor trail clearing activities and the requirement for the compilation of the final report once snow-free conditions allow the required data to be collected. A progress payment request has been drafted and will be submitted requesting an advance on 75% of the approved grant amount from UBCM with the balance being paid to the District upon satisfactory completion of the final report.

The Lynx Creek fuel fire treatment project is underway, and contractors have completed fuel fire removal in 2 of the 10 timber blocks to date. As the project requires 30 cm of snow to be present during timber harvesting and fuel removal activities, the focus has now shifted to debris burning and cleaning up of the stumps left behind after the recent

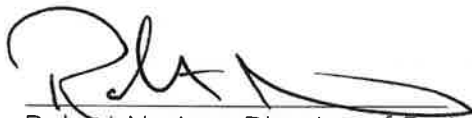
wind storm. It is anticipated that activities will soon cease, and will resume next fall upon the return of favourable snow conditions.

Staff members attended an Emergency Management BC webinar discussing Emergency Operation Center situational awareness this month, and efforts are being made to secure additional staff emergency management training in the coming months.

Thanks to a grant from the Heart and Stroke Foundation and the BC Public Access Defibrillator Program, the District has received a new AED for placement in the arena. This grant also provides in-house training for District staff, and the general public who may be involved in activities within the arena. This training is being conducted on 28 March 2014 for arena staff, other District staff, and members of the public, and will meet the requirements under WorkSafe BC, allowing the placement of the AED in the arena for the upcoming year. Efforts are also underway to secure AED type-specific training for the pool staff prior to the opening of the pool for the season, which would allow the District to move the AED between the pool and the arena as the season dictates.

Building Permits

In 2013 the District issued 20 building permits with a construction value of \$2,106,100 and a permit value of \$12,414.



Robert Norton, Director of Protective Services



Tom Matus, CAO

REQUEST FOR DECISION

RFD#: 7SR	Date: March 24 2014
Meeting#: 032414	Originator: Robert Norton, Director of Protective Services
RFD TITLE: Lock Upgrades for Council Entrance and Downtown Fire Hall	

BACKGROUND:

Due to operational requirements, the Downtown Fire Hall main entrance requires an upgrade to a commercial combination-type lock to allow personnel to quickly gain access to the structure in the event of an emergency response. Having a keyed lock has presented difficulties in the past and hampered response efforts when personnel have responded but did not possess the fire hall key, and had to wait for further fire department staff to arrive. This upgrade would also improve operational security as the combination could be changed after staff turnover and periodically as required. This would also preclude the department from dealing with the expense of lost keys or funding key replacements.

Also the main exterior entrance to Council chambers has experienced considerable faults with the currently installed light duty combination lock assembly, and the current lock is not operating as designed which could cause access and building security issues.

DISCUSSION:

Typically the best practice observed within the majority of fire halls is the installation of a mechanical commercial grade combination lock. These types of locks have no electronics or batteries which can be affected by temperature extremes, and are of a very robust nature. These locks typically last for decades in industrial high-frequency use environments.

Given that the installation of this lock type can be quite complex, the District would be best served by utilizing the services of a locksmith from Fort St. John to install the lock(s). To achieve some economy of scale, this would be a good opportunity to upgrade both the Fire Hall and Council Chamber entrance to a lock design which would serve the District for many years and split locksmith costs between both installations.

BUDGET:

The upgrade of the Fire Department main entrance and Council Chambers entrance would produce the following costs:

Fire Hall Combination Lock assembly	625.00
Council Chambers lock assembly	575.00
Labour (2 hrs)	180.00
Travel per hour total cost	140.00
Travel per km total cost	85.00
	1605.00

These figures represent the lowest quote received from Fort St. John locksmiths who service the Hudson's Hope area.

RECOMMENDATION / RESOLUTION:

"Council approve a capital expenditure of \$1605 to upgrade the Council Chamber lock assembly and the Downtown Fire Hall lock assembly to an industrial-grade combination lock configuration."



Robert Norton, Director of Protective Services

CAO supports this request.



Tom Matus, CAO

REQUEST FOR DECISION

RFD#: 7SR	Date: March 24 2014
Meeting#: 032414	Originator: Robert Norton, Director of Protective Services
RFD TITLE: Emergency Preparedness Training Opportunity	

BACKGROUND:

Under the Emergency Program Act, each municipality has the inherent responsibility to "establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters".

To that end, the ability to staff and operate an effective Emergency Operations Center (EOC) is an integral component of the District's emergency management organization, and as such requires EOC staff who are knowledgeable in their assigned roles and responsibilities.

To meet this mandate, the vast majority of the District's inside staff have received accredited online and/or classroom training in EOC operations over the past 2 years, however these training efforts are an ongoing effort, and having additional staff trained is both warranted and beneficial to the District.

DISCUSSION:

Emergency Management BC is currently hosting an EOC Essentials training session in Charlie Lake on 28-29 April 2014. This course would be offered free of charge to District staff.

To continue in the efforts to have our staff trained in EOC operations and emergency management, this course offers a great opportunity to acquire additional training for our staff at minimal expense, travel time, and disruption to staff schedules.

This two-day EOC Essentials course is designed to provide participants with an understanding of the primary EOC functions, and activities needed to support emergency response operations, and would prepare participants to fulfill roles within the District's EOC organization.

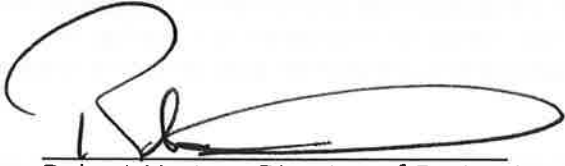
BUDGET:

This course is being sponsored by Emergency Management BC, and is being presented to District Staff at no cost. Lunch is also provided for students.

The only cost associated with the course would be the granting of staff time to attend the training.

RECOMMENDATION / RESOLUTION:

"Council approve two staff members to attend the EOC Essentials training being offered by Emergency Management BC in Charlie Lake 28-29 April 2014"

A large, stylized handwritten signature in black ink, consisting of a large 'R' followed by a long horizontal stroke.

Robert Norton, Director of Protective Services

A handwritten signature in black ink, appearing to be 'S. Matus' with a large 'A' or 'H' as a final flourish.

Tom Matus, CAO

REQUEST FOR DECISION

RFD#:	Date: March 24, 2014
Meeting#:	Originator: Robert Norton, Director of Protective Services
RFD TITLE: Self-Contained Breathing Apparatus (SCBA) Fill Station Safety Upgrade	

BACKGROUND:

The current system utilized to contain fire fighting SCBA breathing air cylinders during fill operations does not meet current workplace safety standards, and as such must be upgraded. This blast fragmentation containment system is critical to ensure that personnel filling SCBA cylinders are adequately protected in the extremely rare instance that the cylinder should fail during fill operations.

DISCUSSION:

Due to the cost of the fill containment system and the expected life span of the item, this purchase is deemed a capital expenditure as per the Capital Asset Policy 087/00.

Typically this capital expenditure would be included in the annual capital budget submission, but due to the need to rectify this safety concern in a timely manner early approval of this capital expenditure is being sought.

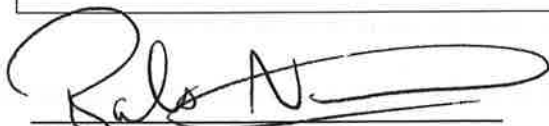
If approved, this capital expenditure would be reflected in the annual capital budget.

BUDGET:

The 2 cylinder fill station would be \$2633.65 excluding freight charges.

RECOMMENDATION / RESOLUTION:

"Council approve a capital expenditure of \$2633.65 to purchase a 2 cylinder containment fragmentation cabinet from Irwin Air Ltd".



Robert Norton, Director of Protective Services



Tom Matus, CAO

REQUEST FOR DECISION

RFD#: 7SR	Date: March 24, 2014
Meeting#: CM032414	Originator: Tom Matus, CAO
RFD TITLE: Urban Systems' BCF Sewage Treatment Facility Upgrade App Proposal	

BACKGROUND:

The New Building Canada Fund grant program has been announced by the Federal Government.

There are two major components under the New Building Canada Fund:

1. The \$4 billion National Infrastructure Component (NIC) will support projects of national significance. Project funding is not allocated to provinces and territories but will be determined by project merit, guided by federal priorities.
2. The \$10 billion Provincial-Territorial Infrastructure Component (PTIC) provides \$9 billion for national and regional projects and \$1 billion through the Small Communities Fund for projects in communities under 100,000 residents. Under the PTIC, each province and territory will receive a base amount of \$250 million plus a per capita allocation over the 10 years of the program. The per capita amount is based on 2011 figures.

The Community Improvement Fund, consisting of the Gas Tax Fund and the incremental Goods and Services Tax Rebate for Municipalities will provide over \$32 billion to municipalities for projects such as roads, public transit and recreational facilities, and other community infrastructure.

An additional \$1.25 billion in funding for the P3 (Public-Private Partnerships) Canada Fund. \$6 billion in funding that continues to flow across the country this year and beyond under existing infrastructure programs.

DISCUSSION:

The New Building Canada Plan will be in a position to accept proposals under the new Plan in Spring 2014.

Urban Systems had prepared a grant submission to the Federal Gas Tax program in 2012, which was unsuccessful. I am asking Urban Systems to tailor this FGT application for submission to the New BCF when intake occurs this spring. The preparation work done for the application process will also be applicable to the design work for the project itself, so, no duplication of work will occur.

The Project Scope for the application preparation can be read on page 3 of the attached proposal from Urban Systems.

BUDGET:

Recommended up to \$30,000.00.

RECOMMENDATION / RESOLUTION:

That Council approve the expenditure of up to \$30,000.00 for the preparation of the Sewage Treatment Plant Upgrade design application for submission to the Building Canada Fund.



Tom Matus, CAO

VIA EMAIL

March 5, 2014

File: 0664.0000.00

Via Email: cao@hudsonshope.ca

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

Attention: Tom Matus, Chief Administrative Officer**RE: HUDSON'S HOPE SEWAGE TREATMENT PLANT UPGRADES – BUILDING CANADA
GRANT PREPARATION**

We are pleased to provide the District of Hudson's Hope with a summary of the scope of work and related fees for the preliminary design of upgrades to the District's Wastewater Treatment Plant.

The District's Wastewater Treatment Plant (WWTP) and disposal system is an ageing facility, in quite poor condition. The WWTP was initially constructed utilizing a lagoon system that met the requirements of the day; it was built in the 1960's when the townsite was established, during construction of the W.A.C. Bennett and Peace Canyon dams. The District's WWTP is already challenging the permitted discharge limits, and there is heightened regional oil and gas resource activity, that is affecting local infrastructure. Consequently, the WWTP is in need of upgrading as soon as possible in order to protect the local environment and public health. The existing plant will not be able to continue to meet the requirements of the existing permit or of the updated BC Municipal Wastewater Regulation (MWR), which will apply to any upgrades of the plant. It has also been noted that the plant is currently accumulating a large buildup of sludge, which has been causing operational issues and is likely affecting the current treatment process.

In 2012, Urban Systems helped the District prepare a grant submission to the Federal Gas Tax program for upgrades to the plant, which was unsuccessful. As part of this funding application, a preliminary assessment of the plant was conducted and a number of options for upgrades were explored. It was recommended that the District proceed with the aerated lagoon option as this appeared to be the lowest cost, lowest risk, and most environmentally appropriate option at this time. It was further recommended that site investigations, including hydrogeological and environmental impact assessments, would provide the District with further direction as the project proceeded through the design phase. A site plan of the proposed works is attached to this memo.

Based on the 2012 report, the cost estimate for the anticipated upgrades are:

Preliminary Class D Costs Estimate	
De-sludging	\$100,000
Earthworks	\$590,000
Rapid Infiltration Basin Configuration and Lining	\$390,000
Site Piping	\$170,000
Aeration Equipment	\$625,000
Total Estimated Construction Budget	\$1,875,000
Engineering (15%)	\$290,000
Hydrological Assessment	\$150,000
Environmental Impact Assessment	\$50,000
MWR Registration	\$35,000
Sub-Total Estimated Project Budget	\$2,400,000
Contingency (25%)	\$600,000
Total Estimated Project Costs	\$3,000,000

This year it is anticipated that the Federal Government will be announcing additional funding to the New Building Canada Plan. While project specific details of this program have yet to be released, it is anticipated that there will be an emphasis put on "shovel ready" projects. The District has identified this project as a priority for the community and is a great candidate for this upcoming Provincial-Territorial Infrastructure Component (PTIC) grant program.

Based on the timing and anticipated design costs, it is unreasonable for the District to complete all of the design and necessary investigations prior to the grant submission in order to make the project truly "shovel ready". However, we would like to recommend that another stage of the project is initiated to provide additional details and refinement of the costs that would help in a funding request. While this work will not technically make the project "shovel ready" it will provide design details and information that will aid in the grant request and show the grant program reviewers that the District is serious about the project. If funding is received the project will be in a position to move forward into construction a lot faster as a portion of the design will have already been completed.

PROJECT SCOPE

In order to take the design to the next stage we propose the following tasks should be considered:

- Meet with District Staff onsite to review the existing plant configuration and confirm the layout of the upgrades.
- Prepare a base plan of the existing treatment plant from existing information and available survey.
- Prepare preliminary design drawings of the new plant layout including:
 - a new headworks and possible sewage receiving facility;
 - new lined aerated lagoons (2);
 - site piping and building layouts; and,
 - reconfigured disposal cells
- Updated cost estimates for the upgrades based on the design that will be incorporated into the grant funding request.
- Provide coordination details for any potential industry partners.
- Help the District in preparing the grant request document.

To proceed with the design we are making a number of assumptions that will need to be confirmed via studies that will be included in the proposal for the grant program. The key assumption is that discharge will continue to be to ground, through rapid infiltration basins. Due to the current operation, it is expected that this can continue but it will need to be confirmed via a hydrogeological assessment that will be part of the next phase of the project. Another investigation that will need to be conducted as part of the next phase will be an Environmental Impact Assessment. It should be noted that this assessment may be required for the grant funding and may need to be expedited.

PROJECT SCHEDULE AND BUDGET

Urban Systems is prepared to begin this project immediately upon approval of our work program. We anticipate the grant program details will be announced shortly and intake for the application could happen as early as April. We will work with the District to accommodate the currently unknown funding program deadlines.

For this phase of the project we are recommending a budget of **\$30,000**.

PROJECT TEAM

The project team from Urban Systems Ltd. includes the following persons:

Eric Sears, P.Eng – Project Leader

Chris Town, P.Eng – Senior Environmental Engineer

Dr. Joanne Harkness, R.P.Bio – Water and Wastewater Specialist

We would be pleased to tailor our scope and budget further to suit any additional requirements you may have. Please do not hesitate to contact us if you require clarification on any of the items covered in this document.

Yours truly,

URBAN SYSTEMS LTD.



Eric Sears, P.Eng
Project Leader



Chris Town, P.Eng., MSc.
Senior Environmental Engineer

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REQUEST FOR DECISION

RFD#: 7SR	Date: March 24, 2014
Meeting#: CM032414	Originator: Tom Matus, CAO
RFD TITLE: Fair Share Memorandum of Understanding	

BACKGROUND:

Council has requested a synopsis on the Fair Share Agreement. Following is the CAO's report on this allocation.

DISCUSSION:

AGREEMENT

The Fair Share MOU is an agreement between the province, the PRRD and the seven municipalities (the Region) to address the services provided by the seven municipalities to which regional industry, primarily oil & gas, but include Forest, (but not BCH), benefit from but are not taxed due to their location outside of municipal boundaries. The seven municipalities being Chetwynd, Dawson Creek, Fort St. John, Hudson's Hope, Puce Coupe, Taylor and Tumbler Ridge.

There have been three MOU's to-date: Fair Share 1, 1994-99 for \$4M per year; Fair Share 2, 1998-2008 for \$12M per year; and Fair Share 3, 2005-2020 for \$20M per year indexed to growth in the assessment of rural property classes 2, 4 and 5 (Utilities, Major Industry and Light Industry). The indexation has increased the base level from \$20M in 2005 to \$43M in 2014. Total to date transfers to the region since 1994 has been \$397,665,550.

Growth in the three property classes have reduced the allocations to Hudson's Hope and Tumbler Ridge, this trend will continue if expected development transpires i.e. coal mines and proposed pipelines as once municipalities begin to tax the infrastructure of these industries their share decreases as per the formula.

The allocation formula may be reviewed, (and a proposed allocation formula must be presented), by September 30th, 2014. The aspects of this review are more detailed in the attached report provided by John Locher of Ethix Consulting Inc.

Fair Share municipalities must enter into discussion at least one year prior to expiry to consider entering into a new MOU.

John Locher offers some insight on the Provincial position of a new MOU, noted in section 4 Anticipating Provincial Positions which include the following points:

1. The province may likely impose a cap on Fair Share revenues given, vis-a-vis comparability with the revenues from property tax classes 2, 4 and 5: Utilities, Major Industry and Light Industry, respectively; and
2. The province may impose restrictions on how the revenues are expended by the municipalities as the argument for the Fair Share was to address capital infrastructure deficits, not operational costs.

ANNUAL GRANT PAYMENT

Is equal to the base year (2005) grant of \$20M multiplied by the rate of *change* between the previous year's rural industrial assessment base and the industrial assessment base of 2004 being \$1,683,268,954.

MUNICIPAL FORMULA ALLOCATION


During the Fair Share 1 and 2 agreements the had included the Electoral Areas of which 10% was allocated. At the time of the Fair Share 3 agreement the BCG objected to the Electoral areas being included in the formulas so revised the formula into two pools: Pool 1 and Pool 2 of which the Electoral Areas would be entitled to 10% of Pool 1 which comprised of 60% of the total annual grant; and Pool two which comprised of 40% of the annual grant of which the Electoral Areas would not be entitled to any of this portion for the grant. The provincial government set out the criteria of the municipal allocation formula, not "The Region". I've attached the municipal allocation formula for your perusal which was formulated by hired mathematicians.

BUDGET:

N/A

RECOMMENDATION / RESOLUTION:

Council may want to consider discussing and drafting a new formula to allow for greater sharing of the grant to the District of Hudson's Hope as once industrial development begins within our boundaries this will reduce our share of the grant as we will have the ability to tax the industries.



Tom Matus, CAO

The Fair Share funding distribution formula considers:

- Municipal population
- Equalized per capita taxation
- Municipal industrial tax assessment (classes 2, 4 & 5)
- Current municipal industrial tax agreements
 - BC Hydro Grant in Lieu
 - Local Service Area benefits
 - Chetwynd Rec Facilities
 - NP Leisure Pool
 - SP Multiplex
 - Taylor/FSJ Revenue Sharing
 - DC/Chetwynd Revenue Sharing
 - DC Sub Regional Rec
- Unincorporated industrial tax assessment (classes 2, 4 & 5)



Class 2 = Utility Class 4 = Heavy Industrial Class 5 = Light Industrial

Funding comes from the Province as a lump sum grant to the Regional District,---- no conditions attached. The Regional District in turn distributes the funds among the seven member municipalities based upon a very unique and adaptable distribution formula. In its simplest form the distribution formula considers, on an annual basis, population, municipal assessment in classes 2, 4 & 5 and unincorporated assessment in classes 2, 4 & 5. The effect is that those municipalities with high population and servicing requirements, with little or no industrial tax assessment get the largest share of the funding and those municipalities with a large industrial assessment and relatively small populations get the smallest share. For example Pouce Coupe population 800, no class 4

assessment, gets the greatest amount of money per resident. While Fort St. John, with 18,000 population but only one industrial class 4 assessment get the biggest cheque.

The unique formula allows for economic flexibility year to year as

- a) population changes and
- b) industrial activity changes.

For example, year 2000 Tumbler Ridge got a small portion of Fair Share because they had industrial assessment within their boundaries.

2000/2001 the two coal mines shut down which entitled Tumbler Ridge to receive a greater percentage of Fair Share because the industrial assessment was gone. As the new mines (new assessment) developed in 05/06 and the population again increased, TR's share of Fair Share shifted back to being one of those municipalities with access to industrial assessment and therefore less need for Fair Share dollars.

APPENDIX 3

Allocation Formula for Annual Payments under Paragraph 15

1. Introduction

This appendix sets out the allocation formulae for the allocation of the annual grant payment as set out in Sections 13 and 14 of the Memorandum of Understanding.

2. Allocating Increases and Decreases In The Grant Amounts

In the first year of the agreement (2005), the base amount in Pool 1 is \$12 M and the base amount in Pool 2 is \$ 8 M. In each subsequent year of the agreement, the base amounts in each pool will be adjusted to reflect changes in the sum of Class 2, 4 and 5 net taxable values for hospital purposes in the rural area of the Peace River Regional District. These adjustments will occur in the following manner:

Step 1 Any increase or decrease in the grant amount in each year of the agreement will be determined by the application of the formula set out in Appendix 2

Step 2 The increase or decrease will be proportionately allocated to Pool 1 and Pool 2 based on the original \$12 M and \$8 M amount. This will require 60% of any increase or decrease to be allocated to Pool 1 and 40% of any increase or decrease to be allocated to Pool 2.

3. Allocation of Funds in Pool 1

10% of the grant amount in Pool 1 is allocated to the electoral areas.

Funds in Pool 1 will be allocated as follows:

Step 1 The total current converted values of each municipality's assessments for Hospital purposes as contained in the Revised Net Taxable and Converted Value reports provided annually by the British Columbia Assessment Authority is determined. (RG 618). The converted values of the District of Chetwynd and the City of Dawson Creek are adjusted to reflect tax revenue sharing arrangement for the Tembec plant.

Step 2 The total converted values of each municipality are added to establish a sum of all municipal total converted values.

Step 3 The total converted values of Electoral Area assessments of Classes 2, 4 and 5 for Hospital purposes as contained in the Revised Net Taxable and Converted Value Reports provided annually by the British Columbia Assessment Authority are established. (RG 618)

Step 4 The municipal population is established for each municipality based on the statistics as determined by the Director of Statistics appointed under the Statistics Act and used in a manner consistent with that of the Local Government Grants population statistics.

Step 5 The populations of each municipality are added to establish a total population for all municipalities.

2014/15	\$20 million X	<u>Rural Industrial Assessment Base (2013)</u> \$1,683,268,954
2015/16	\$20 million X	<u>Rural Industrial Assessment Base (2014)</u> \$1,683,268,954
2016/17	\$20 million X	<u>Rural Industrial Assessment Base (2015)</u> \$1,683,268,954
2017/18	\$20 million X	<u>Rural Industrial Assessment Base (2016)</u> \$1,683,268,954
2018/19	\$20 million X	<u>Rural Industrial Assessment Base (2017)</u> \$1,683,268,954
2019/20	\$20 million X	<u>Rural Industrial Assessment Base (2018)</u> \$1,683,268,954

Allocation Formula For Pool 1

Where:

- m = Total current converted values of a municipality's assessment for Hospital purposes as contained in the Revised Net Taxable and Converted Value reports provided annually by the British Columbia Assessment Authority, as adjusted to reflect phase-in conditions applied to boundary expansions or revenue sharing arrangements such as the Tembec plant.
- M = The sum of m
- R = Total current converted values of Electoral Area assessments of classes 2, 4 and 5 for Hospital purposes as contained in the Revised Net Taxable and Converted Value reports provided annually by the British Columbia Assessment Authority.
- p = The Municipal population statistics as determined by the Director of Statistics appointed under the Statistics Act and utilized in a manner consistent with that of the Local Government Grants population statistics.
- P = The sum of p
- $C = \frac{M + R}{P}$ (Calculation of the equalized per capita tax base)
- $a = (p \times C) - m$ (Calculation of the figures used to apportion the grant amount)
- A = The sum of a
- L = The grant amount for Pool 1 minus 10 percent.

Step 1) $\frac{M + R}{P} = C$ (Calculation of the equalized per capita tax base)

Step 2) $(p \times C) - m = a$ (Calculation of the figures used to apportion the grant amount)

If (a) returns a negative value for any municipality, that municipality is removed from the calculations and Steps 1 and 2 are repeated.

Step 3) $\frac{a}{A} \times L = \text{Allocation}$ (Calculates each municipality's share of the Grant amount)

4. Allocation of Funds in Pool 2

- | | |
|---------------|--|
| Step 1 | The current converted values of Classes 2, 4 and 5 of each municipality's assessments for Hospital purposes as contained in the Revised Net Taxable and Converted Values reports provided annually by the British Columbia Assessment Authority is determined. (RG 618) |
| Step 2 | <p>The current converted values of Classes 2, 4 and 5 of assessment for Hospital purposes are adjusted as follows:</p> <ul style="list-style-type: none"> • The current converted values of the District of Chetwynd are adjusted as shown in Schedule 2 to reflect the tax rate limitations set out in Supplementary Letters Patent. • The current converted values of the District of Chetwynd and the City of Dawson Creek are adjusted as shown in Schedule 3 to reflect the tax revenue sharing arrangements between the District of Chetwynd and the City of Dawson Creek for the Tembec plant and the tax rate limitation placed on the plant pursuant to Supplementary Letters Patent. • The current converted values of the District of Chetwynd and the City of Fort St. John are adjusted as shown in Schedule 4 to reflect the tax base support received from Classes 2, 4 and 5 in the unincorporated participating areas of the service areas. • The current converted values of the District of Hudson's Hope are adjusted as shown in Schedule 5 to reflect the grant in lieu of taxes received from B.C. Hydro. |
| Step 3 | In the event that a municipality participates in a regional district service area during the term of the agreement and receives the support of tax revenues generated from Classes 2, 4 and 5 in the unincorporated participating area to the level set out in Schedule 6, the converted values of Classes 2, 4 and 5 the municipality shall be adjusted as shown in Schedule 6. |
| Step 4 | The current converted values of Classes 2, 4 and 5 of each municipality, as adjusted in Steps 2 and 3 above are added to establish a sum of all municipal converted values for Classes 2, 4 and 5. |
| Step 5 | The total converted values of rural area assessments of Classes 2, 4 and 5 for hospital purposes as contained in the Revised Net Taxable and Converted Value Reports provided annually by the British Columbia Assessment Authority are established. (RG 618) |
| Step 6 | The municipal population is established for each municipality based on statistics as determined by the Director of Statistics appointed under the Statistics Act and used in a manner consistent with that of the Local Government Grants population statistics. |
| Step 7 | The populations of each municipality as determined in Step 6 are added to establish the total municipal population. |
| Step 8 | The equalized per capita tax base is calculated by adding the current converted values of Classes 2, 4 and 5 of all municipal assessments (Step 2) as adjusted in Steps 2 and 3 and the total current converted value of Classes 2, 4 and 5 assessments in the electoral areas (Step 5) and then dividing that total by the total municipal population as determined in Step 7. |

- Step 9** The equalized per capita tax base as calculated in Step 8 is multiplied by the population of each municipality. The current converted value of Classes 2, 4 and 5 of each municipality's assessment for hospital purposes (as determined in Step 1 and adjusted in Steps 2 and 3) is then subtracted from that product to determine a value.
- Step 10** The values calculated for each of the municipalities in Step 9 are added to establish a sum for all of the municipalities.
- Step 11** The values calculated in Step 9 for each municipality and Step 10 for all municipalities are then used as the basis for apportioning the grant amount in Pool 2 as adjusted to reflect changes in the value of the assessment of Classes 2, 4 and 5 in the municipalities. Each municipality's share is calculated by dividing the value established for each municipality (Step 10) by the value established in Step 9 and then multiplying the total grant amount available in Pool 2 by that number.
- Step 12** If that value is less than \$250,000, the municipality or municipalities are each allocated a minimum grant of \$250,000 and the municipality or municipalities are removed from the calculations. The amount of the grant in Pool 2 available for distribution in that year is adjusted by subtracting the amount of the minimum grant(s) allocated to those municipalities and the calculations described in Steps 8 to 11 are carried out again.
- Step 13** The share of each municipality's share of Pool 2 is added to each municipality's share of Pool 1 to establish the total share available to each municipality.

Allocation Formula For Pool 2

m =	Current converted values of Classes 2, 4 and 5 of a municipality's assessment for Hospital purposes as contained in the Revised Net Taxable and Converted Value reports provided annually by the British Columbia Assessment Authority, as adjusted to reflect revenue sharing agreements, participation in regional district service areas, receipt of grants-in-lieu, and tax rate limitations established in Supplementary Letters Patent		
M =	The sum of m		
R =	Total current converted values of Electoral Area assessments of classes 2, 4 and 5 for Hospital purposes as contained in the Revised Net Taxable and Converted Value reports provided annually by the British Columbia Assessment Authority.		
p =	The Municipal population statistics as determined by the Director of Statistics appointed under the Statistics Act and utilized in a manner consistent with that of the Local Government Grants population statistics.		
P =	The sum of p		
C =	$\frac{M + R}{P}$	(Calculation of the equalized per capita tax base)	
a =	$(p \times C) - m$	(Calculation of the figures used to apportion the grant amount in Pool 2)	
A =	The sum of a		
L =	The grant amount for Pool 2.		
Step 1)	$\frac{M + R}{P} = C$	(Calculation of the equalized per capita tax base)	
Step 2)	$(p \times C) - m = a$	(Calculation of the figures used to apportion the grant amount in Pool 2 amount)	
Step 3)	$\frac{a}{A} \times L = \text{Allocation}$	(Calculates each municipality's share of the grant amount)	
Step 4)	If the apportionment for any municipality is less than \$250,000 that municipality is allocated the minimum grant of \$250,000 and removed from the calculations. Steps 1, 2 and 3 are repeated based on an adjusted grant amount which reflects any amounts required for the minimum payment(s).		

Schedule 5

Hudson Hope's BC Hydro Grant Calculation

- M* = Municipal converted assessment for Hospital purposes as contained in the Revised Net Taxable at, Converted Value reports provided annually by the British Columbia Assessment Authority.
- Br* = Hudson Hope's BC Hydro Grant Revenue.
- Mr* = Revenues received from incorporated industry within Hudson's Hope.
- BM* = Sum of *Br* and *Mr* (Hudson's Hope's Hydro grant and incorporated industry revenues).
- R* = Ratio between all revenues received by Hudson's Hope and industrial assessments. Ratio indicates that each \$1 of revenue a municipality receives is equivalent to \$X of converted assessment.

EA = Calculated equivalent assessment.

Step 1) $Br + Mr = BM$ (Calculation of the total revenues including Hydro grant and incorporated industrial revenues.)

Step 2) $\frac{M}{BM} = R$ (Calculation of ratio for Hudson's Hope.)

Step 3) $Br \times R = EA$ (Calculation of the converted equivalent assessment from Hudson Hope's BC Hydro Grant.)

Step 4) $EA + M = M_A$ (Adjusted municipal converted assessment reflecting assessment adjustments.)