



**DISTRICT OF HUDSON'S HOPE
SPECIAL MEETING AGENDA**

Council Chambers

Monday, March 7, 2016 at 6:00 PM

Page #

1. Call to Order:

2. Adoption of Agenda by Consensus:

3. Declaration of Conflict of Interest:

4. Delegations:

D1	Community Hall Society	Page 1
D2	Hudson's Hope Library	Page 19
D3	Bullhead Mountain Curling Club	Page 56
D4	Hudson's Hope Museum	Page 82

5. Staff Reports:

SR1	Associate Member Insurance	Page 85
SR2	2016 Annual Budget Discussions	Page 86

6. Correspondence:

C1	Surespan – Construction Start Date	Page 88
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7. Adjournment:

EQUEST FOR DECISION

RFD#:	Date: March 23, 2015
Meeting#:	Originator: Devon Flynn, Intern
RFD TITLE: Community Hall Renovations	

BACKGROUND:

\$22,000.00 has been secured for the community hall for the purposes of renovations and upgrades - \$17,000 from the Enabling Accessibility Fund (specifically for the deck) and \$5000 from Progress (

As per Resolution No. 020/15 in the Council Meeting of January 29, 2015, Council carried a resolution to "approve a resolution of support and financial commitment to the Community Halls and Recreation Funding.

1. Provide a letter confirming this resolution of support
2. That the same letter confirm a financial match of \$22,000;
3. That this funding be put towards the back deck and furnace for the building; and that,
4. Staff to conduct further research on the necessity of a new stove"

This effectively provides \$44,000 to be put towards renovating the back deck of the Community Hall which has long been noted as needing repairs.

As per Resolution No. 197 in the Council Meeting of August 11, 2014, Council carried that: "Council approve a resolution of support for applying to NDIT's Community Halls and Recreation Facilities funding application:

1. Provide a letter confirming this resolution of support
2. That the same letter confirm a financial match of up to \$30,000.

This commitment effectively provided \$60,000 to Community Hall renovations, including but not limited to deck renovations. It should be noted that eligible expenses must meet or exceed \$60,000 in order to maximize NDIT's potential maximum contribution of \$30,000. This funding has since been deferred until a time in which it is needed, so to utilize the Enabling Accessibility Fund first and foremost which is limited specifically to the deck renovations.

DISCUSSION:

The deck has long been noted as needing repairs and been a priority. In fall 2014 contractors were asked to come visit the hall and examine the deck in order to provide estimated quotes (which were required to get the grants). A consensus between the contractors was that required work may vary depending on the extent of renovations needed as the deck and roof was examined more thoroughly. This leaves a potential for costs to be higher than expected.

BUDGET:

\$22,000.00 to be expensed to Community Halls and Recreation Funding.

DI

**SR2 Intern Update
FOR INFORMATION**

0110-01

Robert Norton, Fire Chief, gave a verbal update on the merchantable timber in Jamieson Woods. A formal Report will be submitted shortly.

**SR3 RFD Geocaching Open House
RESOLUTION NO. 018/15
M/S Councillors Gillis/Miller
THAT:**

4710-01

"Approve the booking of the Community Hall for February 11, 2015, for the purpose of a geocaching open house event."
CARRIED

**SR4 RFD Recreation Society
RESOLUTION NO. 019/15
M/S Councillors Heiberg/Miller
THAT:**

0230-01

"Provide a resolution of support for the Recreation Society of Hudson's Hope's application to Northern Development's Community Halls and Recreation Facilities Program for a grant of \$7,700 for the Hudson's Hope Indoor Playground Project."
CARRIED

**SR5 DOHH Match to Secure Funding of Community Hall
RESOLUTION NO. 020/15
M/S Councillors Gillis/Miller
THAT:**

0230-20

"Approve a resolution of support and financial commitment to the Community Halls and Recreation Funding.

1. Provide a letter confirming this resolution of support;
2. That the same letter confirm a financial match of \$22,000;
3. That this funding be put towards the back deck and furnace for the building; and that;
4. Staff to conduct further research on the necessity of a new stove"

CARRIED

*The (up to) \$30,000 Council had budgeted for to match the NDIT funding is still available, however; NDIT has put off any projects for the time being. The back deck and furnace are high priorities and need to be looked at this Spring.

Staff to invite the Community Hall Society to speak to Council regarding their wishes for the building.

**SR6 Action and Other Updates by CAO
RESOLUTION NO. 021/15
M/S Councillors Heiberg/Quibell
THAT:**

6430-01

"Council to hire David Marshall to facilitate a Strategic Planning Meeting, on April 11-12, for a maximum cost of \$7000."
CARRIED

M2 **July 28, 2014 Special Council Meeting Minutes**
RESOLUTION NO. 195
M/S Councillors Miller/Bouillon
THAT
"The minutes of the July 28, 2014 Special Council Meeting be adopted as amended."
CARRIED

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

BA1 **UBCM Meeting Dates**
Staff gave a brief update on the booking of meetings with Ministers at UBCM for 2014.

BA2 **Municipal Signage**
Staff is waiting on correspondence from the Ministry of Transportation and Infrastructure before proceeding with any sign orders.

7. **STAFF REPORTS:**

SR1 **Administrator Action Items and Other Updates**
Discussion on Action Items. The Light Industrial Committee is to come back to Council with their recommendations. This should include a 2-phase development proposal and possible reconsideration of placement of buffer zone.

Amendment to the Water Treatment Plant report: should read 10,000 cubic feet.

SR2 **Support Letter to North Peace Economic Development Commission Application to Northern Development Initiative Trust Marketing Initiatives Grant**
RESOLUTION NO. 196
Councillors Halberg/Bouillon
THAT
"Council provides a support letter to the North Peace Economic Development Commission for their \$20K Grant request for the North Peace Branding & Marketing Strategy project from the Northern Development Initiatives Grant Fund. Council would like to send a letter of support for the grant but does not support any loan applications."
CARRIED

SR3 **Communications Expenditure**
Council diarize this item to be revisited after the election.

SR4 **NDIT Community Halls and Recreation Facilities**
RESOLUTION NO. 197
Councillors Miller/Halberg
THAT
"Council approve a resolution of support for applying to NDIT's Community Halls and Recreation Facilities funding application:
1. Provide a letter confirming this resolution of support
2. That the same letter confirm a financial match of up to \$30,000."
CARRIED

Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



1. Project Name

Provide a name for the project that is proposed in this funding application:

Hudson's Hope Community Hall Renovations

2. Applicant Profile

Applicant Organization (Legal Name): Hudson's Hope Community Hall Development Society	Non-Profit Society Registration No. (if applicable): S-000 9417
Address (street, city, postal code): PO Box 330, Hudson's Hope, BC V0C 1V0, 10310 Kylo Street	
Telephone: 250.783.9901	Fax: 250.783.5741
Email: cao@hudsonshope.ca	Website (URL): www.hudsonshope.ca

3. Primary Contact Information

Primary Contact (for this application): Tom Matus	Position / Title: CAO
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Complete the following if different from Applicant Organization contact information:

Address (street, city, postal code): 11606 Ross St. V0C 1V0, BOX 284. Hudson's Hope, BC	Telephone: 250.783.9901
Email: cao@hudsonshope.ca	Fax:

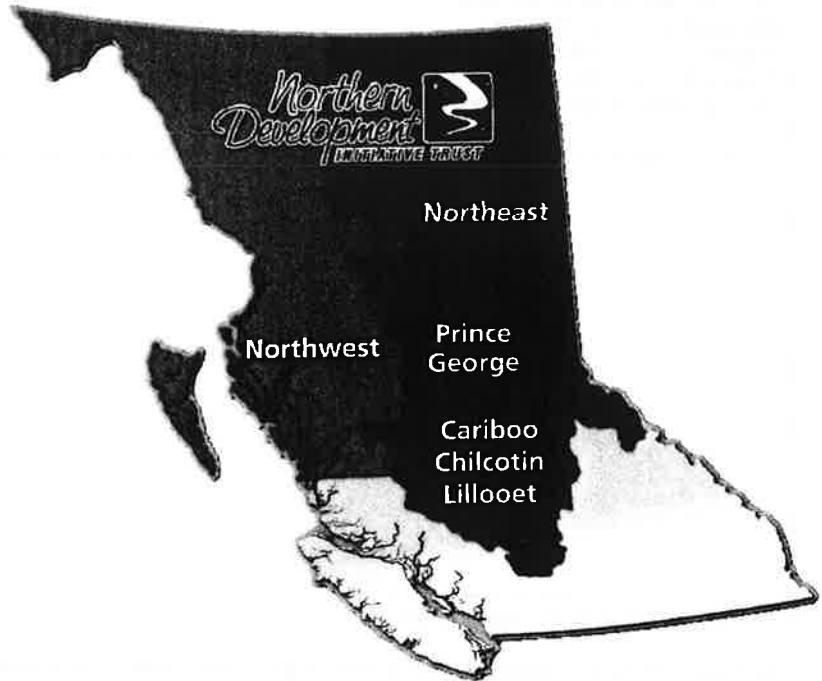
4. Select the Application Process

Northern Development accepts Community Halls and Recreation Facilities funding applications to each of the following Trust Accounts. See the Application Guide for more information on the advisory review and approval process.

Select one of the following accounts:

Regional Development:

- ☐ Cariboo-Chilcotin/Lillooet
- ☒ Northeast
- ☐ Northwest
- ☐ Prince George



Identify the municipality or regional district that is supporting this funding application:

District of Hudson's Hope

Resolution of Support:

- ☒ A resolution of support from the municipality or regional district is attached.
- ☐ A resolution of support has not yet been secured from the municipality or regional district.

The date when this funding application is scheduled for review is: August 11, 2014

For all Regional Development Account applications, applicants are responsible for securing a resolution of support from a municipality or regional district. The applicant must provide a certified copy of the resolution of support to Northern Development before a funding decision can be made.

The resolution of support must specify formal support for the funding application to Northern Development by the municipality's Council or the regional district's Board, the amount and terms of the funding supported, and the account and local government allocation that the Council or Board supports the funds to be drawn from.

5. Project Overview

Provide a concise description of the project:

Renovations of the Hudson's Hope Community Hall entails minor and major components, some of which are cosmetic, some of which are a matter of safety.

These include:

- Replacement of hot water tank
- Replacement to two furnaces
- Replacement of hall flooring
- Paint bathroom floors
- Replacement of current lighting with LED lighting

The details of these renovations and appliance/furniture purchases are explained in the quotes given

Explain the rationale for the project:

The Hudson's Hope Community Hall is over 50 years old. Large renovations and repairs are expensive and rare. Past renovations have been through grant funding provided by the District of Hudson's Hope to the Community Hall Development Society. As the Society is a non-profit group, most revenue is put towards operating costs and not capital improvements. As a result, most minor repairs and renovations are ad hoc and make-shift, usually led by in-kind volunteer efforts which have been fatiguing over the past few years. In 2014, the Society applied for District funding to renovate the downstairs meeting room. Though this has been a successful renovation, it was also draining on any financial savings the Society had. Ongoing repairs and renovations are increasingly becoming a burden for the Society and the District of Hudson's Hope, both financially and socially. NDI's Community Halls and Recreation Facilities program funding will not only ease this burden for the community, it will be a significant step towards improving a valued space and increasing the value and use of the building itself. An improved and rejuvenated community hall will encourage a higher rental use in the community, increasing revenue generated from rentals.

In order to complete a long list of needed renovations, this project will bring the hall up to acceptable standards and ensure the longevity and sustainability of the hall for many years to come. The community hall is important hub for the community, used for a wide range of events hosted in the community and surrounding area, including: weddings, funerals, dances, Christmas celebrations, pancake breakfasts, and as a meeting place for various clubs and organizations, including the Women's Club, Lion's Club, and Brownies. As energy projects like the WAC Bennett Dam and Site C draw workers and families to the area, Hudson's Hope hopes to maintain a quality of life through social and community engagement and participation. A pleasing and functional community hall, one residents can be proud of, is essential in achieving this quality of life.

✦ Focus on community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.

6. Direct Economic Benefits

Outline the direct economic benefits to the local or regional economy:

The community hall is currently rented out to groups and organizations. Renovations will allow for higher rental use rates by these and potentially new groups, increasing revenue generations. Renovations will allow the opportunity to rent the basement meeting room separate from renting the entire hall. Doing so will provide flexibility for the needs of these groups and a means of accommodating two separate groups at the same time. An improved community hall will encourage rentals locally instead of rentals of halls in other communities like Chetwynd or Fort St. John. Renovations will also create jobs through contract work (surveyors, engineers, carpenters, painters, etc). These positions, as well materials required will be contracted through a "as local as possible" basis.

7. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:	1	35+ hours/week	12 months/year	The one position is for janitorial services. This will not be impacted by renovations
Direct permanent part-time jobs:	0	hours/week	12 months/year	
Direct seasonal jobs:	0	hours/week	months/year	

8. New Employment (Job Creation)

The following job creation will be reported on by the applicant organization for a five (5) year period to demonstrate the direct economic benefits of the project:

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/Title(s):
Direct permanent full-time jobs:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct seasonal jobs:		hours/week	months/year	
Direct temporary jobs (construction or consulting):	5	35 hours/week	2 months/year	General Contractor Furnace Contractor
TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:				0.8
* Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.				

9. Increased Revenue Generation

The following annual revenue generation will be reported on by the applicant organization for a five (5) year period to demonstrate the direct economic benefits of the project:

Current Annual Revenues:	Projected Annual Revenues				
	Year 1	Year 2	Year 3	Year 4	Year 5
\$ 2,850	\$ 3,000	\$ 3,200	\$ 3,500	\$ 3,550	\$ 3,600
INCREMENTAL REVENUE GENERATION OVER FIVE (5) YEARS:					\$ 2,600
† Incremental revenue is the sum of the Projected Annual Revenues for the five (5) years of the project, minus the Current Annual Revenues maintained over the same five (5) year period.					
Describe how the revenue will be generated and the sources of revenue: Rentals and donations					
What percent of the projected annual revenue is from outside central and northern BC?					100 %

10. Project Participation

List all participants that will actively contribute to the project:

Communities (population ≤ 5,000 residents): District of Hudson's Hope

Communities (population > 5,000 residents):

First Nations Communities:

Private Businesses:

Non-Profit Organizations:

Governmental Organizations:

11. Project Milestones

Stage of Project:	Scheduled Date:	Describe the current stage of the project:
1) Resolution of Support from Council	March 23, 2015	Obtained
2) Applications for other sources of funding	December 2014	Currently in the process of establishing other means of funding, including BC Hydro Energy-Efficient Lighting Capital Incentive.
3) Begin construction (tentatively)	June 1, 2016	*Note not all items in project are required. Some items can be omitted to meet funding requirements
4)		Quotes have been obtained
5)		
6)		

Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

12. Project Budget

Expense Item:	Amount (\$):	Verification:
Replacement of lighting	\$ 4,059	<input checked="" type="checkbox"/> Quote(s) attached
Replacment of hall floor	\$ 59,940	<input checked="" type="checkbox"/> Quote(s) attached
Energy Efficient Furnace and hot water tank replacement	\$ 9,566	<input checked="" type="checkbox"/> Quote(s) attached
Paint/Epoxy downstairs bathrooms	\$ 1,050	<input checked="" type="checkbox"/> Quote(s) attached
	\$	<input type="checkbox"/> Quote(s) attached
	\$	<input type="checkbox"/> Quote(s) attached
TOTAL PROJECT BUDGET: \$ 74,615		

Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

13. Funding Request

The following funding is requested from Northern Development:

Funding Type:	Amount (\$):	
Grant	\$ 30,000	✦ Maximum allowable grant is \$30,000 per Community Hall or Recreation Facility project.
Loan	\$ 0	Re-Payment Terms Requested:
TOTAL REQUESTED: \$ 30,000		

The Community Halls and Recreation Facilities program limits funding to a maximum one-time grant of \$30,000 per facility. For projects requiring additional funding, a loan may be requested from Northern Development.

14. Other Funding Sources

Funding Source:	Amount (\$):	Identify funding terms:	Identify funding confirmation:
District of Hudson's Hope	\$ 44,853	<input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other:	<input checked="" type="radio"/> Approval letter attached <input type="radio"/> Date approval expected: August 11
	\$	<input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
TOTAL OTHER FUNDING: \$ 44,853		TOTAL PROJECT FUNDING: \$ 74,853 (Northern Development + Other Sources)	

Prior to disbursement of funds, Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than six other funding sources, attach a complete list separately.

15. Leveraging

Calculate Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is: **40.0 %**

✦ *Leverage % = (Northern Development funding request) ÷ (Total project funding)*

Northern Development provides funding up to a maximum of 50% of a total project budget.

16. Sustainability

Explain how funds will be generated to operate the facility for five (5) years:

Revenue is generated through hall rentals and donations. However, renovations may allow the opportunity to rent the basement meeting room separate from renting the entire hall. Doing so will provide flexibility for the needs of different groups and a means of accommodating two separate groups at the same time, thereby increasing hall rentals

Describe how the project will support population growth or help sustain population in the community or region:

The hall is a key hub in the community and an important part of maintaining the quality of life in Hudson's Hope. It is crucial the building be maintained and utilized to its full potential so to encourage and maintain current rentals and new and potential uses. As energy projects like the WAC Bennett Dam and Site C draw workers and families to the area, Hudson's Hope can expect to see a rise in population. A proud and successful community hall will help encourage and sustain social participation and community engagement for residents and newcomers alike.

Describe how the project will contribute to environmental sustainability:

An energy efficient furnace units will generate and distribute heat more efficiently in the hall and decrease energy usage. Natural gas accounts for 1/6 of the Society's expenses. Reducing these costs would be substantial for the Hall. The new hot water tank will be an energy efficient model and this will further reduce the environmental footprint. Contract work, as well materials required will be procured through a "as local as possible" basis so to reduce transportation mileage. Replacing current fluorescent lighting systems with energy efficient models will improve lighting and decrease energy usage

Describe and quantify any increase to property value(s) that would directly result from the project:

Yes, these renovations would increase the property value

17. Attachments

List all documents attached to this application:

Document Name:

1) Legendary quote for bathroom floors, new hall flooring.

2) Pro North quote for new furnaces and hot water tank

3) Resolution of support from District of Hudson's Hope

4) Quote for new lighting

5)

6)

7)

8)

9)

10)

18. Authorization

I AFFIRM THAT the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented. I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit report reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in my organization's field of activities, to collect and share information with them, as Northern Development deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate their results after project completion.

I agree that information provided in this application form may be shared with the appropriate Regional Advisory Committee(s) and/or Northern Development staff and consultants.

Name: Johanna Dupuis
Organization Signing Authority

Title: Secretary Treasurer

Date: January 5, 2016

19. Submitting Your Application

Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email.

Email: info@northernddevelopment.bc.ca

KNOX-PRO RESTORATIONS & DESIGN SERVICES

10717 Kruger Street PO Box 65

Hudson's Hope BC V0C 1V0

To whom this may concern,

After a site visit to the Hudson's Hope Community Hall I am pleased to quote on the following restorations of this project.

- 1/ Demolition of rear entrance stair, deck, and wheel chair ramp, and replace with pressure treated material.**
- 2/ Demolition of roof over deck, and replace with new roof extended over wheel chair ramp.**
- 3/ Demolition rear stair case and replace with pressure treated material.**
- 4/ Remove all demolition materials and take to dump.**

All the above work will meet or exceed local building codes and safety standards for the total price including taxes. \$21,460.00

Thanks

Reg Knox



PO Box 6142
Fort St John, British Columbia V1J 4H6

Tel: (250) 785-5545

Fax: (250) 785-5542

E-mail: pronorthheating@telus.net

QUOTE

Quote No.: 1650

Date: 11/26/2015

Sold To:

District of Hudson's Hope

Box 330 9904 Dudley Drive
Hudson's Hope, British Columbia V0C 1V0

Ship To:

Hudson's Hope Community Center

Fort St John, British Columbia

Business No.: 812623700 WCB No.: 892574

Description	Quantity	Unit Price	Amount
Quote to replace two existing furnaces with new 96.5% High efficient two stage natural gas furnaces as well as replace water heater TO INCLUDE THE FOLLOWING			
Keeprite - G9MVE0801716A furnace-80 000 B.T.U.- 96.5% efficient natural gas two stage , variable speed ECM blower motor	2		
Pro 6000 programable thermostat	2		
Ruud- PRO 40- 40 U.S. gallon natural gas - 82% efficeint water heater	1		
All required electrical rewiring for new furnaces	2		
All required new Plenum transitions ,all required sheet metal ductwork updates, and return air	2		
All required P.V.C. exhaust and fresh air venting for furnace through wall	2		
All required new b & c Vent pipe and fittings up inside existing chimney to serve water heater vent only	1		
All required drainage materials to condensate pump to be piped to nearest drain	2		
All required gas fitting parts, labour, and permit for furnace	2		
All required labour and related materials	2		
Removal and disposal of old furnace and materials	2		
All required mileage and traveling expenses	1		
Total material and labour price as outlined	1	8,577.30	8,577.30
Gas permit for furnace	2	280.00	560.00
DUE TO THE FLUCTUATING DOLLAR VALUE, MATERIAL PRICES MAY CHANGE WITHOUT NOTICE IF QUOTE IS ACCEPTED, A 50% DEPOSIT IS REQUIRED, REMAINDER DUE UPON COMPLETION ON CREDIT CARD CHARGES OVER \$5000, A 2% FEE WILL BE ADDED FOR CREDIT, TERMS MUST HAVE BEEN PREVIOUSLY ARRANGED			Continued...



E.B. Horsman & Son
The Electrical Distributor of Choice!
www.ebhorsman.com



QUOTATION

Quotation #	5549664
Quote Date	09/22/2015 10:32:37
Page	1 of 1
Taker	STWOMBLY
PO Number	Community Hall
Job Name:	

Quotation is valid for 30 days

Cust ID: 12857

Bill To: Hudson Hope, District Of
Box 330
9904-100th
Hudson Hope, BC V0C 1V0
CANADA

Ship To: Hudson Hope, District Of
Box 330
9904-100th
Hudson Hope, BC V0C 1V0
Canada

Requested By: Ms. Joanna N/A (AP)

Please note our HEAD OFFICE postal code has changed. The address along with the new postal code is:
19295 - 25 Avenue, Surrey, B.C. V3Z 3X1

As of Oct 1, 2012 all Lighting, Lamps, Ballast and Worklights are subject to Eco Fees. Please refer to your invoice for your final Eco Fee charges. For more information on Eco Fees in BC, please visit www.lightrecycle.ca
Owing to the volatility in the copper and steel markets, quoted prices for Teck cable, copper building wire and emt/rigid conduit are only able to be held for 5 days subject to E.B. Horsman's stock availability.

Qty Ordered	Unit Size	Item ID/Item Description	Pricing UOM	Unit Price	Extended Price
10	EA	(001) LED/DL4/9W/30K/RETRO/E26/D/STD (62948) STA LED RECESS RETRO, 4", 9W MED <i>Ordered As: 62948</i>	EA	50.0000	500.00
<i>ECO Charge:</i>					1.50
40	EA	(002) FW4-2T5HO-120/277V RAB VAPOUR TITE, 2-T5, 120/277V, 4', IP65	EA	75.0000	3,000.00
<i>ECO Charge:</i>					6.00
80	EA	(003) F54T5/841/HO 40PK PHI LAMP, FLUORESCENT, 54W T5 HO, XL, 4100K	EA	6.5000	520.00
<i>ECO Charge:</i>					32.00

Total Lines: 3

SUB-TOTAL: 4,020.00

ECO CHARGE : 39.50

Canadian Dollars

Sub-Total does not include taxes

The Customer agrees to the E.B. Horsman & Son Terms and Conditions which shall form part of this agreement.

Thank you for your business!

16/87



E.B. Horsman & Son
The Electrical Distributor of Choice!
www.ebhorsman.com



QUOTATION

Quotation #	4434834
Quote Date	01/23/2013 14:12:38
Page	1 of 1
Taker	SJOHNSON
PO Number	HUDSON HOPE COMMUNITY HAL
Job Name:	

Quotation is valid for 30 days

Cust ID: 16485

Bill To: Cash Sales Dawson Creek-9817CI

Ship To: Cash Sales Dawson Creek-9817CI

As of Oct 1, 2012 all Lighting, Lamps, Ballast and Worklights are subject to Eco Fees.
Please refer to your invoice for your final Eco Fee charges.

For more information on Eco Fees in BC, please visit www.lightrecycle.ca

Owing to the volatility in the copper and steel markets, quoted prices for Teck cable, copper building wire and emt/rigid conduit are only able to be held for 5 days subject to E.B. Horsman's stock availability.

Qty Ordered	Unit Size	Item ID/Item Description	Pricing UOM	Unit Price	Extended Price
10	EA	(001) LED/DL4/9.5W/30K/35M/RETRO/E26/D/FLEX STA LED RECESS RETRO, 4", 9.5W MED <i>Ordered As: 61560</i>	EA	62.5000	625.00
<i>ECO Charge:</i>					1.50
40	EA	(002) FW4-2T5HO-120/277V RAB VAPOURTITE, 2-T5, 120/277V, 4', IP65	EA	75.0000	3,000.00
<i>ECO Charge:</i>					34.00
80	EA	(004) FP54841HOXLECO 40/CS 1/SKU SYL 54W T5 PENT HO XL FLUOR 4100K 85CRI	EA	7.5625	605.00
<i>ECO Charge:</i>					32.00
SUB-TOTAL:					4,230.00
ECO CHARGE :					67.50

Total Lines: 3

Canadian Dollars
Sub-Total does not include taxes

The Customer agrees to the E.B. Horsman & Son Terms and Conditions which shall form part of this agreement.



Proposal

Box 856
Charlie Lake, BC
V0C 1H0
Cell: 250-794-7077
Fax: 250-827-6905
northernlegendary@gmail.com

Date	Proposal #
7/31/2014	2386

Name / Address		Terms		Project
District of Hudson's Hope Box 330 9904 Dudley Drive Hudsons Hope, BC V0C 1V0		Net 15		Community Hall
Description	Qty	Rate	Total	
Engineering service for new decks with intersecting roof and covered ramp	1	3,200.00	3,200.00	
Remove old decks (3) and associated roofs and stairs. Supply and install new decks with similar roof lines. All materials, labour, disposal cost, travel cost and live out allowance. Construction to be all treated lumber only. steel screw piles for foundations. Accessibility ramp and all hand rails built to current code. Hand rails to be aluminium railing. Upgrade to concrete on rear deck with ramp. (\$18,000) Upgrade to composite decking on wood framing. (\$4200)	1	51,486.00	51,486.00	
Paint bathroom floors. No patching just paint only.	1	1,050.00	1,050.00	
Remove and replace community hall flooring. Budget price per square foot. To include flooring removal, floor prep, interior design service and flooring layout and selection, new flooring, rubber base cove and all materials, labour, disposal cost, travel cost and live out allowance. Flooring will be ballroom style carpet, dance floor area in centre, and non slip maintenance free lino in kitchen, and tile floors in main floor bathrooms, and entry way. Actual flooring selections to be made will determine final flooring cost.	3,700	16.20	59,940.00	
Wall to removed and re jiggged for larger cooler space behind bar. All materials, electrical cost and labour.	1	3,400.00	3,400.00	
GST on sales		5.00%	5,953.80	

We propose hereby to furnish materials and labour - complete and in accordance with the above specifications - for the sum shown at right. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, and other necessary insurance. Our workers are fully covered by Worker's compensation insurance.

Authorized signature: _____

ACCEPTANCE OF PROPOSAL

The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Signature: _____

Date: _____

GST No. 84441 4011

WCB. No. 792510-AQ

Subtotal	CAD 119,076.00
Sales Tax Total	CAD 5,953.80
Total	CAD 125,029.80

Hudson's Hope Public Library



2015 Provincial Library Grants Report

Amber Norton, Library Director

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Executive Summary

The Hudson's Hope Public Library is a small community overlooking the mighty Peace River. Our wonderful library has the best view of the Peace River in town!

Our library has experienced another effective year, experiencing a substantial growth in inter library loans (ILL) and a significant increase in popularity of the elementary aged children programs.

Our services and programs are a consistent draw to community members, especially families with children up to the age of 12. Our Children's programs and their facilitator are a huge reason that our library is so well supported throughout our community. Many of the local facilities are operated on a seasonal basis including the Curling Rink, Ice Arena, Indoor Playground and Outdoor Pool. Our fantastic location and superb staff really help to make our library a community hub all year round.

The main employer in our community is BC Hydro at our W.A.C. Bennett and Peace Canyon dams. These two dams supply the majority of the energy produced by all of the energy stations in the BC Hydro Northern Region. The following table illustrates that the two dams located in the District of Hudson's Hope provide 95% of the BC Hydro supply of energy in the Northern region (approximately 2/3 of the area of province) and 31% of the provincial energy supply. (https://www.bchydro.com/community/in_your_region.html#reports)

<u>Local Dam</u>	<u>Annual Output</u>	<u>Regional Supply</u>	<u>Provincial Supply</u>
WAC Bennett	2,820 megawatts	76%	24.9%
Peace Canyon	694 megawatts	19%	6.1%
Combined	3514 megawatts	95%	31.0%

The visitor's centers for both of the local dams have undergone some more recent upgrades and this has helped draw in more tourists from around the globe.

The District of Hudson's Hope receives an annual grant-in-lieu provided from BC Hydro. In turn, the Hudson's Hope Public Library and Hudson's Hope Museum are now line items in the municipal budget rather than having to apply for a municipal grant every year as in the past. This change has allowed the Library Board and Director to have a much better relationship with the mayor and town council and we are all working toward more open communication channels.

The Library Board and library staff with the assistance of Andy Ackerman from Myriad Consulting composed a brand new Strategic Plan in the summer of 2014. This plan provided relevant and updated direction to staff to support the implementation of the changes necessary to improve our *facility, human resources* and our *community connections*. All of these goals made significant progress in 2015 and will be discussed further within the body of this report.

At the June Board meeting in 2015, the Library Board reviewed the Strategic Plan and acknowledged completed objectives, updated other objectives and removed redundancies.

The Library Board also made significant efforts to review most of our policies; updating old policies and adding new policies which is in line with the annual conveyance letter indicating an initiative in "improving organization infrastructure."

Our Library Club for children aged 6-12 has noticed a significant surge in attendance over the past years but this year specifically we noticed a substantial surge and are discussing ways to split the group in to two age categories in order to have the facilitator accommodate smaller groups in each session.

One barrier that we have noticed over the past couple of years is that it is hard to find a summer student librarian. We offer a wage that is slightly lower than what our permanent staff make but it is nowhere near compatible with other temporary summer positions that are offered through BC Hydro and the District of Hudson's Hope. Although it occludes us from applying for summer student employee funding, we will be adding a new permanent librarian instead of the temporary position so that we can offer more hours and the benefit of a permanent position in order to find someone to work in the library on a longer term basis.

Wages have been an ongoing discussion on the staff and Board level but it has not moved on to the municipal level, which provides an average of about 90% of our funding every year. More compatible wages within our organization would be beneficial to the library in order to be able to more strongly compete with candidates interested in professional positions within our community.

I am very grateful to my Board and staff for their continued support and our mutual advancement experienced in the past year. Through our cooperative effort we will continue to make our organization an integral part of our community's ongoing personal development and entertainment.

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Strategic Goals

In 2014 the Hudson's Hope Public Library invited Andy Ackerman of Myriad Consulting to facilitate a full day discussion between the Library Board, the Library Director and the Children's Program Librarian. Mr. Ackerman then took our discussion points and interests to formulate our new strategic plan which set forth a clear set of goals, objectives and deadlines. The Board reviewed and updated our current Strategic Plan in June 2015.

Goal 1 – Facilities

"The board is currently upgrading our facilities as well as looking to expand the library building in the next few years. This is a major challenge for the board and staff."

Objective: "Complete renovations"

COMPLETE

A major renovation was conducted in 2014 to increase accessibility. The library floorplan was upgraded to allow for accessibility for seniors, persons with disabilities as well as increased functionality for staff.

Objective: "To complete building expansion plans."

Due to the involved nature of the 2014 renovation, the HHPL library board chose to postpone the deadline for developing an expansion plan until Fall of 2016.

Objective: "Update Collections."

ONGOING

We added an art literature collection to honor a local artist for her efforts within the community and library. She donated a large collection of art books that she kept on display in her studio. Soon after her kind donation, she passed away after a long and hard struggle with cancer. It is our intent to further develop the collection in her honour.

We underwent a significant weed of our entire collection, with specific focus on the redundant and outdated materials in the non-fiction collection to allow room for more relevant titles to be added.

Goal 2 – Human Resources

"Every organization needs to ensure that both its staff and volunteers (Board, etc.) are looked after for both the current and future years."

Objective: "To develop a succession plan for board and staff." IN PROGRESS

A great effort was made in 2015 to find new board members as two longtime members of the board and two members of the executive were planning on stepping down at the 2016 AGM. We were able to accomplish this but have yet to update policies and procedures for succession planning.

Objective: "To provide training for board and staff." ONGOING

Staff continue to adhere to the "Happy Hour" training program that allows staff one paid hour per week to access applicable training. In planning for Board training that is more accessible for all Board members, the fall budget meetings resulted in a new budget line for bringing in training opportunities to our community so that more trustees and employees can benefit from a training session.

Objective: "To develop an orientation policy for board and staff." IN PROGRESS

We are continuing to build on policies and procedures and there have been changes executed with the goal of a smoother transition period for board and staff members.

Goal 3 – Community Connections

"The board recognizes that it is important to continue to develop relations and build partnerships."

Objective: "To enhance partnerships." ONGOING

Efforts have been made to engage key community donors as well as possible volunteers within the community. A list of "Friends of the Library" has been started in order to accommodate the specific capacities of our "friends".

Objective: "To increase internal and external marketing." ONGOING

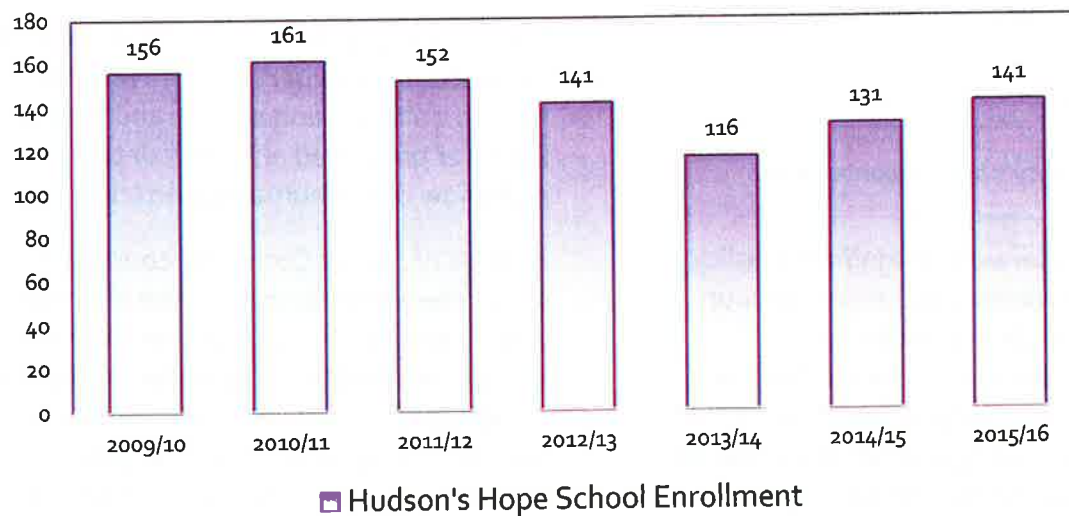
Summer of 2015 we launched our new logo design at our grand reopening of our library to showcase our new public image and updated facilities.

Objective: "To increase communications with local, regional, provincial and federal governments." ONGOING

We are continuing to improve our relationship with municipal government. It is the opinion of both the board and council that improved communication and accountability would ease much of the burden come budget discussion time.

Demographic Comparable

The following chart may illuminate the recent population trends of the District of Hudson's Hope. The chart contains the enrollment numbers for the school at the beginning of the school year. The Hudson's Hope school has displayed an increase in number of students again in 2015, hopefully this will prove indicative of future growth within our community, and thus library usership as well.



In 2016 we hope to improve our adult services by taking on a new employee to initiate more consistent programs for tweens, teens and young adults, thus covering ages 10 and over. Hopefully through this new outreach, in addition to provision of more interesting programming, we will be able to bridge the gap in our patron demographics which currently appears to be missing most people aged 12 through 30.

Focus on Equitable Access

Strategic Goals & Accomplishments

The mission of the Hudson's Hope Public Library Association states

Our library promotes and encourages lifelong learning in our community

and it is our vision

To be our community's best resource centre.

The Board has underwent a significant policy update as well as focused on revamping our public image through rebranding and community consultation. By increasing our visibility in the community, it has allowed more people to realize what type of services that are already offered by the library but may have been overlooked in the past.

We conducted a community survey in 2014 and the compiled data was ready for the beginning of 2015 at which time the Board and Library Director were able to come up with goals to improve our services. Changes within the library that were a direct result of the survey results included:

- new genres of books
- purchased more children's audiobooks
- added a coffee station
- provided a seniors computer course series.
- updated the non-fiction book collections
- increased our public library hours
- plan to add a Young Adult Programmer in 2016

Programs & Services

In 2015 we hosted author presentations from Shane Peacock and Teddy Anderson. We provided a magic show at the Hudson's Hope school presented by Mike Norden.

We also were quite fortunate to have Wally Harwood, local expert, offer to provide a how-to gold panning session and Teresa Summer presented an armchair traveler slideshow of her humanitarian trip to Peru.

A series of Senior Computer courses that were offered in the spring were also fairly well attended. The advertising for these courses resulted in requests for sessions that are directed toward intermediate users of Microsoft programs from other patrons. All of the above programming was free for the community.

We also provided two Lego Robotics workshops to promote our Summer Reading Program at cost which was \$30 per child after the federation subsidy.

The ministry "encourage(s) broad sharing of resources" and through this initiative our library is involved with NNELS, InterLibrary Connect via Sitka Evergreen, Outlook ILLs, Overdrive digital sharing and we also house and distribute a large collection of book club sets that are borrowed amongst 39 separate libraries in the province. (2015 Conveyance letter)

Key Partnerships

In order to circulate our 2014 patron survey to every mailbox in our community, we were able to print fold and stuff our surveys in to the community's monthly Bulletin publication which goes in to every mail box at the post office, opposed to mailing it ourselves and having our survey skip mail boxes that do not allow for ad mail delivery.

We also partnered with the Municipal Event Coordinator to raise the profile of our grand reopening as she was able to provide entertainment and games as well as covering some of our expenses for the community event.

We meet annually with local representatives for early learning to discuss our needs and wants in order to find a common direction for a grant that is applied for funds to aid in collection and program development in the community as well as ways to collaborate in the future.

We are constantly reevaluating programs and services in order to be "responsive to the needs of (our) community." (2015 Conveyance letter)

Outcomes

Children and adults alike are ever intrigued by the programs and presentations that are offered by our library.

We noticed that staff do not have enough time to dedicate to tween, teen and adult programming on a regular basis, so the board decided that the 2016 budget will include the position of a Young Adult Program coordinator. This new position shows promise to alleviate some of the workload on other staff members as well as be able to offer new and exciting programming for Young Adults throughout the year.

The survey that we conducted in January of 2016 included patron feedback:

"It's a gem in the community. It is a great source of entertainment."

"We are so lucky to have such a great library in a small town."

"I appreciate that the staff takes the time to ILL books for us."

Increased Supports for Educational Transformation

Strategic Goals & Accomplishments

"To provide training to Board and staff"

Our Children's Librarian went on a workshop with Kathy Reid-Naiman, where she learned how to incorporate more music in to her programs.

Members of the board and the Library Director attend a governance and fundraising workshop where they learned about the governance of societies and how it paralleled with library boards.

The Library Director was also involved in a course series for "Community Consultation & Strategic Planning" that culminated in a two day "Brand Reboot" brainstorming session that she attended with the Board Treasurer.

Another of our librarians attended an education session for NNELS at the Rural Libraries conference in Grande Prairie which really motivated her and she returned and is now our resident expert for NNELS!

Programs & Services

Some of our ongoing involvement in supporting educational transformation have included:

- Books for Babies subsidy program among select federations

- NELF database subsidy program
- Community Consultation interviews: targeted a local youth to view our library from the perspective of youth users
- Teddy Anderson, author and hoop dance presentation
- Norden the Magician, advertising the Summer Reading Club (SRC) at the local school (public event)
- Lego Robotics, two workshops also to promote the SRC
- Shane Peacock: reading/presentation and grade 5/6 writers workshop

Key Partnerships

Our main partnership for education transformation has been various contacts at the local school. Opportunities are often explained to the Principal and then organized between the library staff and the teachers at the school.

The school principal has been very accommodating to many of the opportunities that we have brought in for children and young adults as their facility can much house a much larger audience than the library can.

Another key partnership is with the Federation, Federation Manager and other Library Directors in the North East Library Federation. Many of the presentations that we bring in to our community would not be possible if we just relied on library staff to work on these projects, as there is just too

much time and effort often needed to bring in an author or presenter.

If this were the case we might only have one or two opportunities for our community in a year but with the help of our federation and their event subsidy program, we are able to provide many more exciting opportunities for our community.

Outcomes

Early in 2015, one of our young patrons inquired as to the possibility of bringing Shane Peacock in to Hudson's Hope. The Director was able to find his email address on his website and started an email dialog. It turned out that he was already planning a tour in Northern BC as part of the promotion of the recently released *Seven Series* that he collaborated on.

Peacock provided a public presentation to grades 3-7 as well as local home schooled children. Mr. Peacock also conducted a workshop at the school for the grades 5 and 6 class.

This information was conveyed to the Library Directors Advisory Group for the North East Library Federation and the Federation Manager took over making the arrangements from there.

The recommending patron, age 11, said, "The presentation was really informative and gave us a very good view of the author's writing style" while her brother, age 9, said "It was a fun time to meet an author."

After the presentation, their mother relayed: "As a home-school Mom I am very grateful for the author presentations our local library is organizing. These events are a wonderful way to meet some great minds. Living in a small community off the beaten track often means travelling to larger centers to take advantage of such opportunities. Thankfully, our local library is working hard at bringing in various authors, even by request! In some instances they had to find creative ways to make these visits happen. Partnering with other libraries in the region has been one way to ensure that certain authors, who are more expensive, are able to visit our neck of the woods. Thank you HHPL!

My two kids (middle school and junior high) are avid readers and heavy users of the local library. Meeting an author is always so exciting! It connects them from the book to the one who wrote it and proves to be an experience they won't forget soon, especially if they come home with a signed book!

I was very impressed with Shane Peacock's presentation. He made a great connection with the kids, engaging them and encouraging their involvement during his talk. Though only one of my kids had previously read a book by Shane Peacock, both were inspired to read more of this author. One aspect I particularly appreciated were his hints on writing (He explained how to hook the audience, present a problem or conflict, describe the setting, create a good hero (protagonist), build climax and anticipation and insert an element of surprise).

Shane Peacock certainly included all of these elements in HIS presentation that day! I can't wait for the next author visit by Eric Walters!"

Storytime: preschool aged

Storytime has maintained fairly consistent numbers over the last three years, with similar seasonal changes throughout the year.

The Children's Program Librarian consistently incorporates an enticing program, including both traditional and contemporary games and stories that children and parents alike enjoy.

Although attendance has been waning off over the past few years, there has been a steady increase of babies being born more recently in the community, so I would expect that we may start to experience an increasing trend in attendance once again.

Program Survey Comment:

"It's a really great outlet for young kids to play together."

Library Club: Ages 6 and up

Library Club is a very well attended weekly program. We are hoping to split this group in to two separate programs in the upcoming year in order to offer more age specific programming for the children.

Attendance varies from child to child, but there are definite trends for ages 9 to 11 to attend more consistently than other ages that are able to attend the program.

Program Survey Comments:

"Kids love coming to the library. They are eager to come!"

"Hurry Mom I'm going to be late for Library Club!"

"Respectful yet fun environment for (kids)."

"Toby cares about the kids and shows genuine interest in them and their joys and struggles."

"Toby tries out new things and is open to suggestions"

"Toby said...Toby did...Toby is awesome"

Summer Reading Club

The Summer Reading Program has once again experienced a resurgence in attendance, despite conflicting swim lesson scheduling and Preschool Summer Camps.

The Children's Programmer did a great job building a full program for the Summer Reading Club. She put a lot of effort in to making sure that a thorough plan was put in place for the Summer Librarian to facilitate the Summer Reading Programs.

The increase in registrants and drop-in attendees was somewhat overwhelming in the first two weeks of the program when there was one main facilitator with extra staff on hand to help where needed. The remaining two weeks of the program, there were two dedicated facilitators.

In 2016 we will restructure the program so that the Explorer group (ages 6-12) will be offered in two groups ages 6-9 and ages 10-12. We hope that this change would make it easier for the facilitator by decreasing the number of attendees per session.

This change would add more to the facilitator's workload to accommodate a third program, but it is hoped that this will be more manageable and less stressful than an overwhelming number of attendees.

Program Survey Comments:

"a good way to keep up kids literacy during school break"

"being with friends in an encouraging atmosphere"

Support for the BC Jobs Plan by improving outcomes for job seekers in BC

Strategic Goals

One of our strategic objectives is to “enhance partnerships” by “build(ing) communications with current and potential partners.”

Outcomes

A number of local patrons have connected with Employment Connections (EC) via Hudson’s Hope Public Library. Many others are surprised to know that we offer the service. Only 6 out of 32 adult program questionnaire respondents said that they were aware that HHPL is an alternate EC location, 3 neglected to answer the questions, the remaining were unaware of the service.

A major outcome of a meeting with an EC representative was the discovery that while on the EC website doing a search of the site, it was very hard to find the page which indicated that HHPL was an EC location. Only upon using a Google search were we able to find the actual page. It is their intent to take a closer look at their website and other promotional materials that will showcase HHPL as an EC location in the future.

Programs & Services

In collaboration with Employment Services, Hudson’s Hope Public Library is able to be a contact point for local job seekers.

In 2015 a meeting of the Library Director and a representative of Employment Connections based out of Fort St. John turned out to be quite fruitful.

We have been a long time satellite outlet for Employment Services but things had faltered a bit since the change in leadership for Hudson’s Hope Public Library in 2012 as the library involvement in the program was not clear.

The meeting this year had both parties coming out much more satisfied with the partnership and a definite plan for the future including:

- Dedicated space for pamphlets, posters and other promotional materials for the program
- More familiarity provided for local staff
- More literature available for staff and patrons
- Employment Connections may provide a dedicated computer, desk and display area for program requirements
- Increase the HHPL presence on the Employment Connections website
- Make location specific marketing materials

Key Partnership

Employment Connections Fort St. John

A Focus on Collaboration between Libraries and Other Partners

Strategic Goals & Accomplishments

"To provide training for board and staff" with the objective of "sufficient annual funding for training."

Training opportunities included:

- Kathy Reid-Naiman workshop (Children's Programmer)
- Governance/Fundraising workshop by United way (5 HHPL attendees)
- Community Consultation & Strategic Planning online training and webinar series (Library Director)
- Brand Reboot brainstorming session (Library Director & Treasurer)

"To enhance partnerships" by "develop(ing) a partner package"

- Community Consultation & Strategic Planning training (Library Director)
- Community Consultation Interviews (Library Director & Treasurer)
- Brand Reboot Brainstorm (Library Director & Treasurer)

"To increase internal and external marketing" through "Develop Board messaging tools" and "Branding tools developed- logo, business cards, social media"

- Community Consultation & Strategic Planning training (Library Director)
- Community Consultation Interviews (Library Director & Treasurer)
- Brand Reboot Brainstorm (Library Director & Treasurer)

Key Partnership

The North East Library Federation (NELF), especially the Federation Manager, demonstrates the exceptional ability to provide funding and training prospects for the member libraries. The federation provided our library with a \$1500 subsidy for travelling to conferences due to the large expense incurred to accomplish this in northern BC.

This year NELF also provided additional funds to send two people from HHPL to Prince George for the Brand Reboot Brainstorming session and workshop. The two attendees from our library came back very inspired and ready to promote change and new opportunities within our library.

The Federation Manager frequently relays training opportunities and presentation information for events that are financially supported by NELF as well as opportunities that are not.

Outcomes

- Stronger community connections
- More clarity of expectations between staff and board
- Motivation for improved services

Programs & Services

Other opportunities that HHPL benefited from that were organized and at least partially subsidized by NELF included:

Presentation opportunities;

- Teddy Anderson: Author and hoop dancer (50 attendees)
- Norden the Magician: promoting the Summer Reading Program (163 attendees)
- Lego Robotics (18 participants)
- Shane Peacock: Young Adult author (initiated locally, 70 presentation attendees and 20 workshop attendees)

Public Service opportunities;

- Books for Babies subsidy and group buying program
- ILL Mailbag consortia purchasing
- Increasing the range of InterLibrary Connect
- Subsidy of licensed databases for the HHPL website

Program Survey

In January 2016 we conducted a survey of our 2015 programs which was launched at the same time as our local Winter Carnival which brings in many more patrons than we would normally have. This allowed us to survey both patrons and non-patrons without having to go out in to the community to get a better range of survey respondents.

Below is a sampling of additional comments and suggestions from our 2015 program survey.

The Adult Services Questionnaire 32 responses

Of the 32 responses, 28 had an overall rating of at least somewhat satisfied while one was rated neutral and two gave negative reviews. Of the negative and neutral reviews, there was only one suggestion for improved service.

Adult Survey Statements:

It's a wonderful opportunity to learn more.

It's a friendly place to go.

Great variety for small town!

Keep up the great job you're doin!

Adult Survey Suggestions:

- More adult programs, scam awareness (- review)
- More sci-fi/adventure/fantasy novels
- Presentations, courses.
- Searching heritage
- More Christian books
- Service Canada/ passport photos
- Book reviews or recommendations by patrons, on a bulletin board for example
- Computer courses
- More book clubs to include more people
- Open Saturdays or more evenings
- iPhone crash course
- any interesting speakers or courses. I love hearing about adventures

Children's Program Questionnaire: Parent/Guardian Version 21 responses

There were no negative reviews of the children's program by their parents or guardians.

Parent/Guardian Comments & Suggestions:

Small science experiments to tie in with a story

Appreciate it that groups spend time outside if weather allows

Coffee shop type atmosphere. Retail sales of baking/coffee for added revenue

Toby takes in to consideration kids' fave games & activities

Program be longer ☺

Club for kids 12 and older

Get a Minecraft server

Programs for tweens

I would love to bring her to after school club but there looks like too many children in that program.

What makes this program special for my children?

They get to experience books and be encouraged to read

Social interaction/group learning

Seeing Toby and doing a craft

She loves the social interaction.

Involvement, enjoys the stories & craft

The facilitator is so amazing

Lots of fun games. Toby cares about the kids and shows genuine interest in them

Parent/Guardian: I would recommend the children's program to a friend because...

It's a great activity & place to meet people. Awesome crafts!

Good fun for the kids

It's a good program

It's a great outlet for young kids to play together.

Kids love coming to the library

Awesome experience for children

Variety of activities.

Children's Program Questionnaire: Children's Version 42 responses

There were no negative reviews of the children's program by the child respondents.

Children Survey: I would recommend the library because...

- | | | |
|-----------------------------|------------------------------|----------------------------------|
| - Everyone is nice and kind | - It's fun (10 respondents) | - Healthy great place to be |
| - I love the library | - It is awesome | - It's fun and I look forward to |
| - I love learning | - It's a nice quiet friendly | it every week |
| - It is amazing! | environment | |

Children Survey: The one thing that makes the library program special for me is...

- | | | |
|------------------------------|------------------------------|----------------------------------|
| - Everything 😊😊😊 | - Me! | - The people and how they |
| - The books, and the fun | - Its like a family | treat me 😊 |
| games | - The books | - That it's friendly |
| - Miss Toby | - The librarians | - You get to interact with |
| - Participating in stories & | - I have fun and I can enjoy | other kids |
| songs | this with my friends | - There are lots of books that I |
| - To have fun and learn | - Felt story | like |

Children Survey Statements: additional suggestions & comments

- I really like the library and I wouldn't change anything
- I like all the books
- It is amazing!! 😊
- I love the library! The colouring and the books are my favourite!

Summary

Hudson's Hope Public Library focuses on equitable access through initiatives such as subscribing to Outlook Online and using Inter Library Connect through Sitka Evergreen. Our postage and ILL clerk expense lines were approximately \$22,000.00 in 2015. These expense lines in our budget cover expenses such as shipping items back to their home library for BC One loans, shipping out requested Inter Library Loan (ILL) items and sharing of a large collection of book club sets that are housed in our library and shared with 39 libraries province wide.

We spend a great deal of our efforts to increase supports for education transformation through our weekly children's programming which runs concurrently with the school year and in the summer we offer four weeks of Summer Reading Club (SRC), free services for children. We also provided a series of introductory senior's computer literacy courses that were very well received and has been requested as an intermediate course from the general public. The expenses for these programs and initiatives as well as the children's program librarian totaled more than \$21,000.00 last year.

Support for the BC Jobs plan is achieved by collaborating with Employment Connections based out of Fort St. John as well as providing technical computer support for job seekers as well as employment insurance and pension applicants on a regular basis. With the downturn in natural resource positions and the onset of the Site C project, we find that there are a lot of job seekers who are trying to redefine their skillset to adapt to what is needed in the current labour market.

At the Hudson's Hope Public Library we have a strong focus on collaboration illustrated through our involvement with the North East Library Federation, which is a partnership between seven area libraries. This federation often collaborates with North West Library Federation (previously North Coast Library Federation), IslandLink, North Central Library Federation and Kootenay Library Federation in order to provide better services at lower cost for all of our members. We sustain strong connections with BCLA, BCLTA, ABCPLD and the Sitka Evergreen business function group to be ever vigilant in improving the services that we offer to our community, region and province.

2016 should prove to be an interesting challenge with the addition of a new staff member, more exciting program opportunities, Board and staff development as well as establishing a concrete plan for the future face of our library.

Hudson's Hope Public Library



2015 Annual Director's Report

Amber Norton, Library Director

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Executive Summary

The Hudson's Hope Public Library has experienced another effective year; once again experiencing a substantial growth in inter library loans (ILL) and a significant increase in popularity of the elementary aged children programs.

In 2015 we hosted author presentations in the community from Shane Peacock and Teddy Anderson. We also provided a magic show at the Hudson's Hope school presented by Mike Norden and two Lego Robotics workshop to promote our Summer Reading Program. We also were quite fortunate to have Wally Harwood offer to provide a how-to gold panning session and Teresa Summer also presented an armchair traveler presentation about her trip to Peru. The series of Senior Computer courses that were offered in the spring were also fairly well attended. The advertising for these courses resulted in requests for sessions that are directed toward intermediate users Microsoft programs from other patrons.

Author presentations and library promotions for 2016 will include Eric Walters, Rebecca Bender and the "Maker Mobile" to promote the Summer Reading Club program. We are also planning a great armchair traveler evening with 2-4 presenters on the same night!

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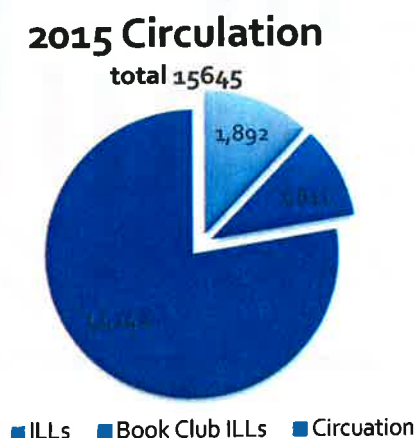
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Library Collaboration and Cooperation

Circulation Overview



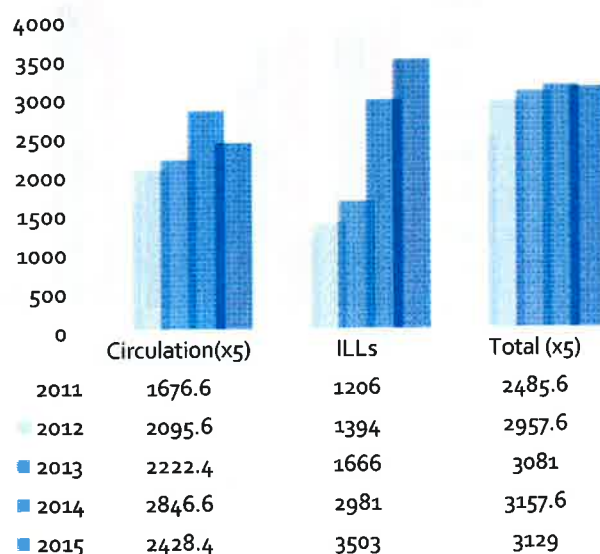
In 2015 there were 15645 individual circulations of loanable materials through-out the library including inter-library loans (ILLs), renewals and book club set loans. This corresponds to checking out 54.3 items per day!

ILL COMPARATIVE

Although overall circulation within the library has shown an observable decrease in 2015, our ILL statistics obviously have had the reverse affect.

Our library has observed considerable growth in our ILL rate. We progressed from sending out an average of 4.2 loans per day in 2011 up to 12.2 per day in 2015! This has placed a much larger workload on staff. Note that some of these single loans account for up to 10 books in one mailing bag as well.

By having an extra permanent position added to our library staff in 2016 to help out with the overall workload will be a great use of resources and relieve some of the workload on current staff.



Circulation Details

The chart to the right is indicative of precise circulation numbers when comparing circulations between the adult, junior and children's sections. Non-Fiction for children is catalogued in the Junior section.

The chart below shows trends in each section that are not similarly observed across all formats and departments.

There has been a substantial increasing trend in the Adult DVD & Periodical section, Junior Fiction, Junior Paperback and Junior Room DVD.

The remaining library divisions exhibit a decreasing trend. This decrease evidently has a lesser impact on our overall circulation as the Circulation Overview chart on the previous page demonstrates an general increasing trend.

Section Circulation Comparison

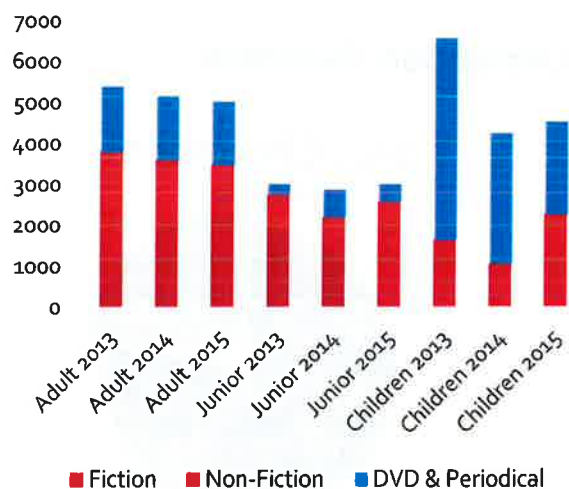
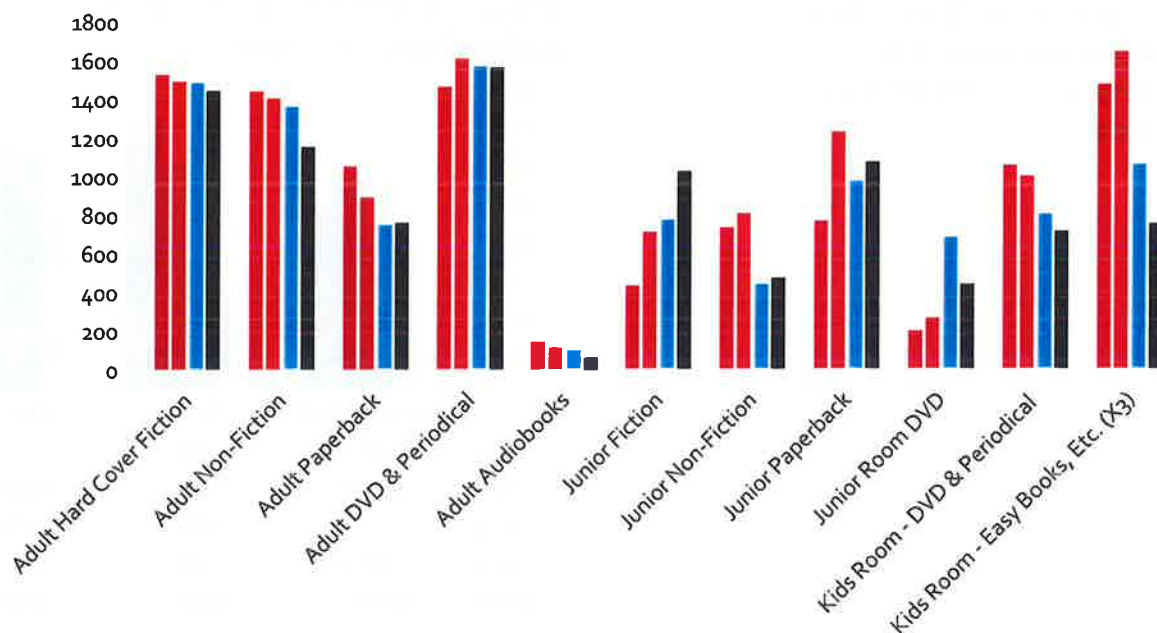


Chart Title



Patron Overview

The Hudson's Hope Public Library has welcomed 6517 patrons to our library in 2015, nearly 23 people per day!

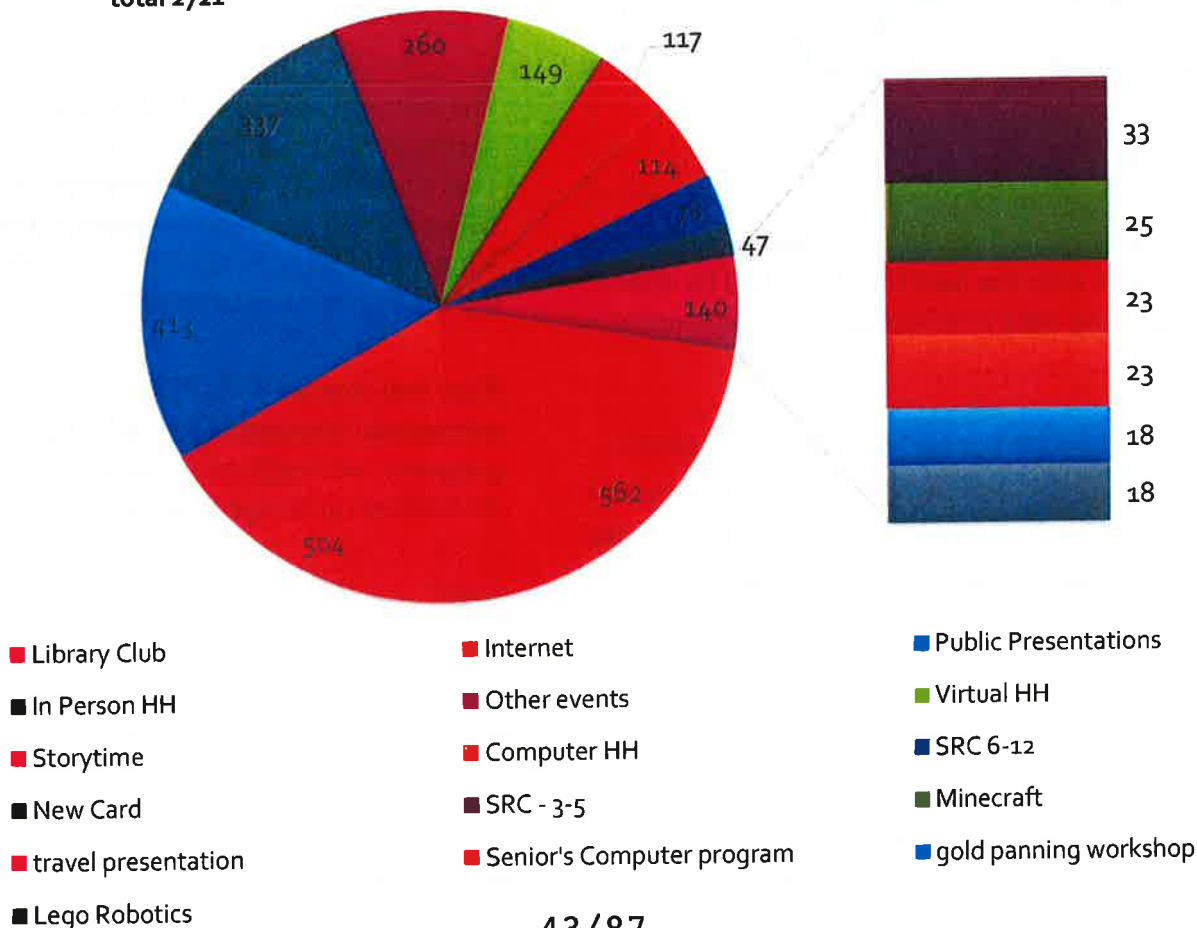
We also had 363 attendees at public presentations in 2015. This year our public presentations included Norden the Magician, Shane Peacock and Teddy Anderson. We also had two in-library presentations which included a Gold Panning workshop and Armchair Traveler presentation.

In 2015 we tracked how our librarians were lending a "Helping Hand" (HH) to patrons. As indicated in the following table, our librarians helped at least 600 patrons which was up from 482 last year! Keep in mind that at times the library gets busy, and some "Helping Hands" are not accounted for. We were able to aid 337 patrons with verbal questions and inquiries, 114 patrons with computer related issues and 149 patron interactions via phone, text or email!

The table below shows the varying reasons that our patrons come in to the library other than (or in many cases, in addition to) browsing for or borrowing items.

2015 Patron Overview

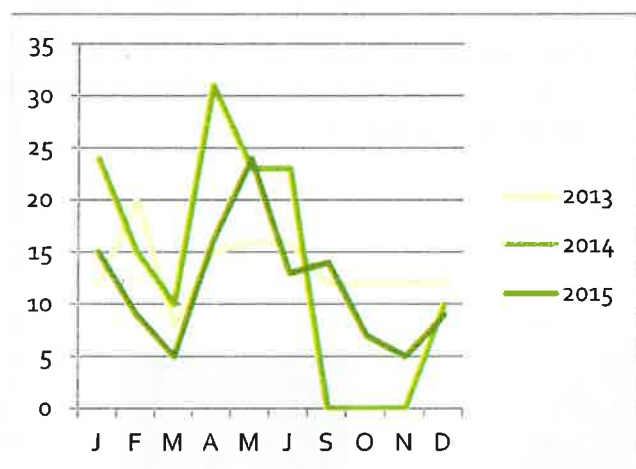
total 2721



Supports for Education Transformation

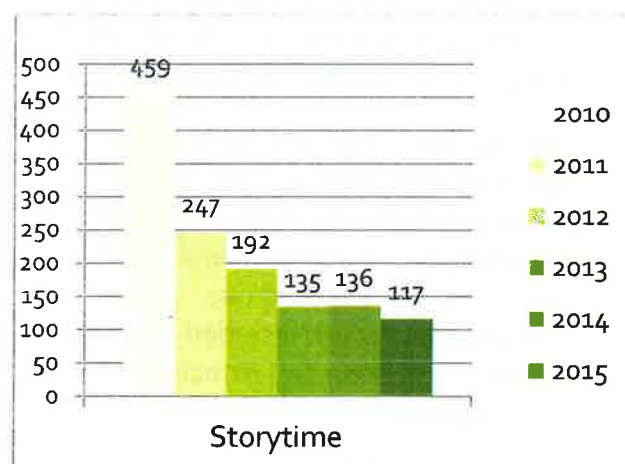
Storytime: preschool aged

Storytime has maintained fairly consistent numbers over the last three years, with similar seasonal increases and decreases throughout the year.



The above chart displays the attendance rates for Storytime over the past three years. The anomaly for the 2014 data is reflective of the renovation closure.

The Children's Program Librarian consistently incorporates an enticing program, including both traditional and contemporary games and stories that children and parents alike enjoy.



The above chart shows the total Storytime attendance per year.

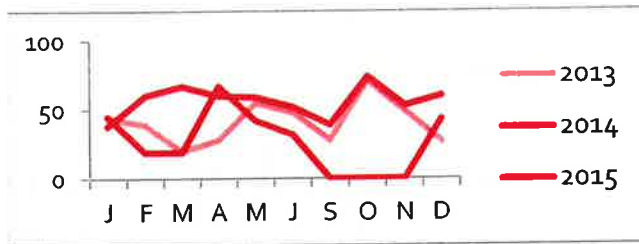
The average attendance for StoryTime was approximately 3 children plus their parents. There has been a steady increase of babies being born in the past few years, so I would expect that we may start to experience an increasing trend in attendance.

If we feel that we would like to see an immediate increase in attendance for this program, we might consider allowing all ages of children up to age 5, rather than ages 3 to 5.

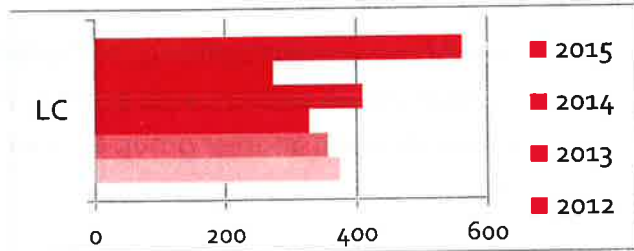
NOTE – two months are excluded from the Children's Program data, as these programs do not operate during the summer.

Library Club: Ages 6 and up

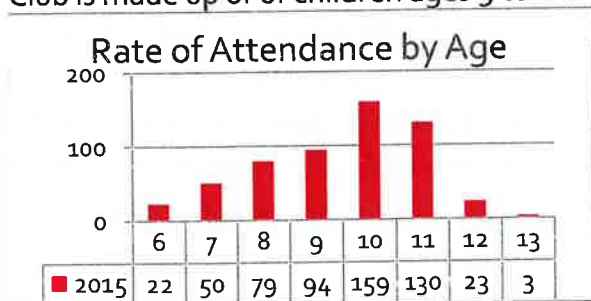
The chart below indicates the fluctuations in attendance rates for Library Club for the past three years.



The bar graph below clearly illustrates the dramatic surge in popularity of the Library Club program in 2015.

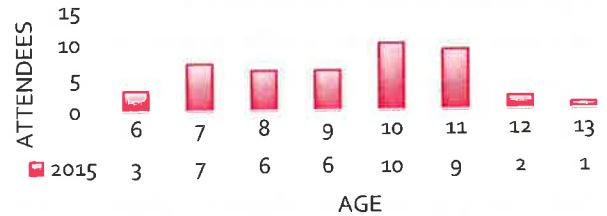


Attendance varies from child to child, but there are definite trends for certain ages to attend more than other ages. The following figure indicates that the highest consistent attendance for Library Club is made up of children ages 9 to 11.



The chart below shows how many individual children attended the program at least once.

Age Distribution of Attendees



Due to the surge in attendance in the Library club program in 2015, I would recommend reevaluating this program as the attendance on any given day can be overwhelming to the program facilitator, additional on hand staff as well as patrons in the library between 3:00 and 5:00 on Wednesdays.

I would suggest splitting the group in to two more manageable groups; a group ages 6 to 9 and another group for tweens ages 10 to 13. I would not recommend changing the facilitator for the older program, as I believe Toby is a huge reason why these children attend her program in hoards.

I would recommend having Library Club for ages 6-9 on Mondays and a Library Tween Club on Wednesdays. The older age group made up 56% of attendance in 2015. If turnout remained unaffected by these changes, that would average attendance out to nearly 9 children per session for the Tween Club and 7 per session for Library Club.

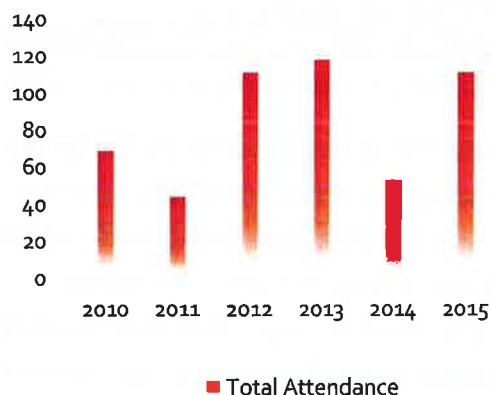
I would hope that by having an older and younger group, this would increase attendance of those children ages 6-8 and those who are 12 and 13.

Summer Reading Club

The Summer Reading Program has once again experienced a resurgence in attendance, despite conflicting swim lesson scheduling and Preschool Summer Camps.

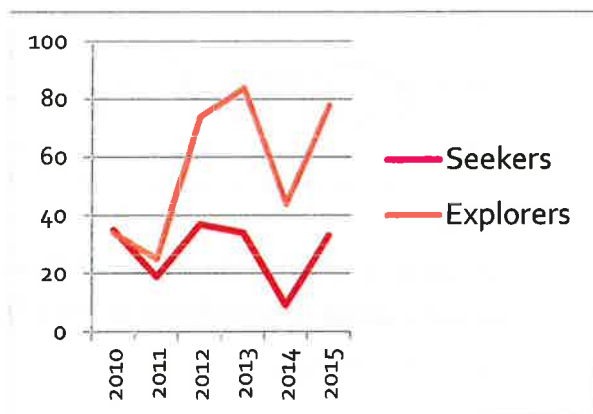
Toby did a great job building a full program for the Summer Reading Club. She put a lot of effort in to making sure that a thorough plan was put in place for the Summer Librarian to facilitate the Summer Reading Programs.

The temporary librarian did a great job amid a few barriers including large number of attendees and lack of familiarity with the library and its patrons, as she was hired later than had been originally planned for.



The Seeker group consists of children age three to five and the Explorers, ages six and up, both displayed a much dramatic increase in attendance.

The increase in numbers was somewhat overwhelming in the first two weeks when there was just one main facilitator with extra staff on hand to help where needed.



I would recommend splitting the Explorer group in to two sessions with a group ages 6 through 9 and another group ages 10 to 12.

I hope that this change would make it easier for the facilitator by decreasing the number of attendees and have there be no need to ever turn any children away from the program.

This change would add more to the facilitator's workload in the summer to accommodate a third program, but I believe this is more manageable and less stressful than an overwhelming number of attendees.

Community Engagement and Collaboration

North East Library Federation: NELF

The North East Library Federation (NELF), especially the Federation Manager, demonstrates the exceptional ability to provide funding and training prospects for the member libraries. The federation provided our library with a \$1500 subsidy for travelling to conferences due to the large expense incurred to accomplish this in the north. This year NELF provided additional funds to send two people from HHPL to Prince George for an in person workshop. The Federation Manager has also forwarded training opportunities and presentation information for events that NELF supported as well as opportunities that were not subsidized by the federation.

Some opportunities that HHPL took advantage of are listed below.

Training opportunities included:

- Kathy Reid-Naiman workshop (Children's Programmer)
- Governance/Fundraising workshop by United way (5 HHPL attendees)
- Community Consultation & Strategic Planning online training and webinar series (Director)
- Brand Reboot brainstorming session (attended by 2 HHPL members)

Presentation opportunities included:

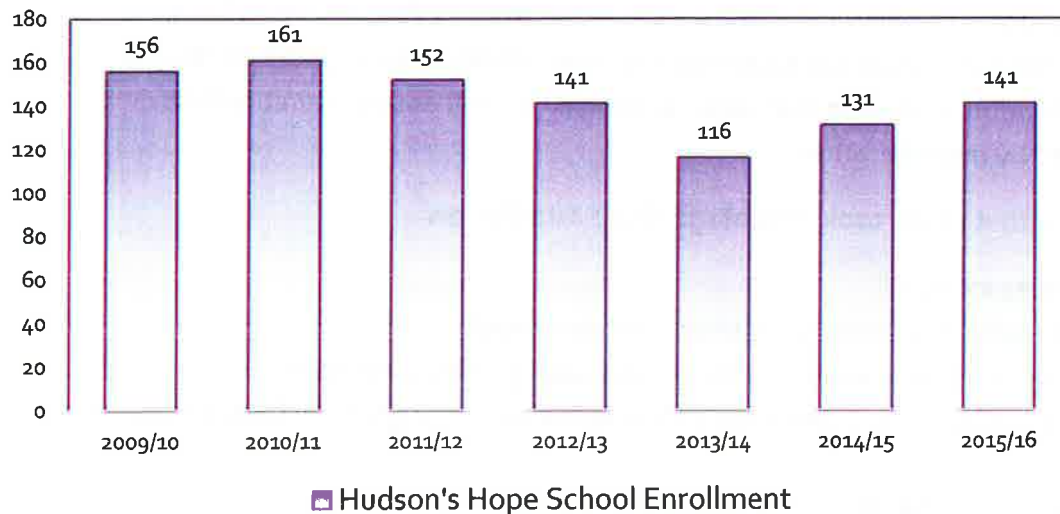
- Teddy Anderson: Author and hoop dancer (50 attendees)
- Norden the Magician: promoting the Summer Reading Program (163 attendees)
- Lego Robotics (18 participants)
- Shane Peacock: Young Adult author (initiated locally, 70 presentation attendees and 20 workshop attendees)

Public Service opportunities included:

- Books for Babies subsidy and group buying program
- ILL Mailbag consortia purchasing
- Increasing the range of InterLibrary Connect
- Community Consultation Interviews
- Subsidy of licensed databases for the HHPL website

Demographic Comparable

Please note that all of the above statistics should factor in the population trends of the District of Hudson's Hope. The following chart illustrates the enrollment numbers for the school at the beginning of the school year. The Hudson's Hope school has displayed an increase in number of students again in 2015, hopefully this will prove indicative of future growth within our community, and thus library usership as well.



In 2016 we hope to improve our adult services by taking on a new employee to initiate more consistent programs for tweens, teens and young adults, thus covering ages 10 and over. Hopefully through this new outreach, in addition to provision of more interesting programming, we will be able to bridge the gap in our patron demographics.

I am very grateful to my Board and staff for their continued support and our mutual advancement experienced in the past year. Through our cooperative effort we will continue to make our organization an integral part of our community's ongoing personal development and entertainment.

Hudson's Hope Public Library Operating Budget 2016

Revenues	2015 projected	2015 actual	2016 projected
Municipal Grant	118,717	118,867	146,914
Provincial Book Grant	4,093	4,093	4,093
BC One Card	6,350	6,350	6,350
LSB - ILL Grant	2,335	2,797	3,350
Interest Income	600	534	500
Other Revenue	3,000	4,865	2,000
NELF subsidies	1,500	0	1,500
Other Grants	0	0	0
Book club revenue	500	0	300
Capital Reserve	0	0	3,500
Fundraising	0	0	0
Building	0	0	0
Literacy	0	0	0
Total Revenue	137,095	137,507	168,507

Used for interfund transfers for unforeseen expenses

Expenses	2015 projected	2015 actual	2016 projected
Personnel			
Director	40,373	40,344	41,712
Library Clerk/Bookkeeper	21,775	21,817	22,195
Children's Programmer	21,413	19,240	21,826
Custodian	3,123	3,302	4,025
EI	2,430	2,253	2,425
CPP	4,451	3,533	4,443
WCB	129	133	119
Summer Student	3,240	905	
Casual Employee	2,380	0	
Young Adult Programmer			12,468
Courier			2,000
Sub Total	99,314	91,528	111,213

Staff Expenses

Staff Conferences & Mtgs	500	612	667
Staff Travel	2,300	4,315	3,067
Staff Training	475	150	600
NELF Subsidized			500
Sub Total	3,275	5,077	4,834

line will be variable dependent upon 2016 subsidies

Library Board Expenses

Board Conferences & Mtg	1,550	0	1,500
Board Training			1,000
Board Travel	2,350	430	1,500
Library Memberships	400	117	450
NELF Subsidized			500
Sub Total	4,300	547	4,950

Collection Expense

Adult Fiction HC	3,200	3064.37	3200
Adult Fiction PB	940	1,141	900
Adult Non-Fiction	1,560	1,502	1,500
Periodicals	1,300	1,343	1,350
Adult Audiobooks	300	313	300
Adult DVD	400	441	500
J Fiction			800
J Paperback			570
J Non-Fiction			450
Graphic Novels			140
J Audiobooks			90
YA DVD			160
Children's Books	3,800	3,781	0
Easy Books			1,400
Easy DVD			260
Easy Audiobooks			90
Easy Board Books			140
Children's DVD	300	300	
Databases	975	1,175	1,250
Book Replacement	100	207	100
Book covers & spine label	100	0	100
Sub Total	12,975	13,267	13,300

Administration

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

expenses removed from a sub account

Utilities

Electricity	2,222	2333	2566
Gas	1,787	1480	1628
Telephone/Fax	1,892	1765	1941
all utilities: projected increase of 10%			
Sub Total	5,901	5578	6135

indicates a notable change in this expense

new/removed/augmented expense

Notable Budget increases

2015
Projected

2015
Actual

2016
Projected

Total Expenses **137,595** **128,862** **168,507**

Difference **30,912**

Accountability for Difference

employee changes	8,848
wage increases	3,051
Staff expenses	1,559
Library Board expenses	650
collection expense	325
tech support	9,300
postage & freight	900
computer software	500
Literacy Initiatives	2,250
Accounting	800
Utilities	234
other	-1,005
Capital included in 2015	3,500
Total Difference	30,912

Capital Reserve acquisition expenses are offset by Capital Reserve funds - not included in operational budget in 2016

Expenses **2015** **2016**

Capital Budget

Director	500	500	500
server	2000	0	2,000
backup	500	0	500
hub	500	0	500
Sub Total	3,500	500	3,500

Hudson's Hope Public Library
Income Statement (Cash Basis)
Comparison Statement of Actual to Budget
Month End: December 31, 2015

	Actual	Budget	Difference	Percent
OPERATING REVENUE				
Municipal Grant	118,867.00	118,717.00	150.00	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	2,797.00	2,335.00	462.00	120%
Interest Income	534.36	600.00	(65.64)	89%
Nelf Subsidies		1,500.00	(1,500.00)	0%
Subtotal Operating Revenue	132,641.36	133,595.00	(953.64)	99%
Other Revenue				
Book Club Admin		500.00		0%
Fines	336.80			0%
Photocopy	398.65			0%
Fax	189.75			0%
Sales	377.75			0%
Donations	2,420.05			0%
Deposits	120.00			0%
Miscellaneous	767.80			0%
Lost Books	254.65			0%
Subtotal Other Revenue	4,865.45	3,000.00	1,865.45	162%
TOTAL OPERATION REVENUE	137,506.81	137,095.00	411.81	100%
OPERATING EXPENSE				
Personnel				
Director	40,343.65	40,373.00	(29.35)	100%
Library Clerk/Programer	19,240.32	21,413.00	(2,172.68)	90%
Bookkeeper	2,822.55	2,800.00	22.55	101%
Library Clerk/Bookkeeper	18,994.92	18,975.00	19.92	100%
Custodian	3,301.75	3,123.00	178.75	106%
Casual Employee	0.00	2,380.00	(2,380.00)	0%
Summer Student Employee	904.80	3,240.00	(2,335.20)	28%
EI Expense	2,253.21	2,430.00	(176.79)	93%
CPP Expense	3,532.92	4,451.00	(918.08)	79%
WCB Expense	133.40	129.00	4.40	103%
Staff Conferences & Meetings	612.44	500.00	112.44	122%
Staff Travel	4,314.62	2,300.00	2,014.62	188%
Staff Training	150.00	475.00	(325.00)	32%
Total Personnel Expenses	96,604.58	102,589.00	(5,984.42)	94%
Library Board				
Board Conferences & Meetings		1,550.00	(1,550.00)	0%
Library Memberships	430.30	400.00	30.30	108%
Board Travel	117.00	2,350.00	(2,233.00)	5%
Total Library Board Expenses	547.30	4,300.00	(3,752.70)	13%
Reading Materials	Actual	Budget	Difference	Percent
Adult Books (Hard Cover)	3,064.37	3,200.00	(135.63)	96%
Adult Paperbacks	1,140.52	940.00	200.52	121%
Adult Non-Fiction	1,502.11	1,560.00	(57.89)	96%
Adult DVD	440.60	400.00	40.60	110%
Adult Audio Books	312.85	300.00	12.85	104%
Book covers & spine labels	0.00	100.00	(100.00)	0%
Periodicals / Magazines	1,343.33	1,300.00	43.33	103%
Children's Books	3,781.22	3,800.00	(18.78)	100%
Children DVD	300.38	300.00	0.38	100%
Database Expense	1,174.67	975.00	199.67	120%
ILL - Lost Books	206.54	100.00	106.54	0%
Total Reading Materials Expense	13,266.59	512,975.00	291.59	102%

Hudson's Hope Public Library
Income Statement (Cash Basis)
Comparison Statement of Actual to Budget
Month End: December 31, 2015

Administration

Bank Adjustments	-0.02			
Office Supplies	2,589.46	2,500.00	89.46	104%
Postage & Freight	2,041.55	1,300.00	741.55	157%
Computer Supplies	412.85	350.00	62.85	118%
Computer Software	599.20	800.00	(200.80)	75%
Advertising & Promotion	637.09	500.00	137.09	127%
Deposit returns	40.00	0.00	40.00	0%
Reading Programs	397.66	400.00	(2.34)	99%
Custodial Expense	338.94	500.00	(161.06)	68%
Accounting	3,287.01	2,500.00	787.01	131%
Miscellaneous	848.48	300.00	548.48	283%
Technical Support	757.50	1,200.00	(442.50)	63%
Bank Charges	91.00	200.00	(109.00)	46%
Insurance	600.00	600.00	0.00	100%
Website Expense	224.70	180.00	44.70	125%
Total Administration Expense	12,865.42	11,330.00	1,535.42	114%

Utilities

Electricity	2,333.01	2,222.00	111.01	105%
Gas	1,479.93	1,787.00	(307.07)	83%
Telephone/FAX/Internet	1,764.63	1,892.00	(127.37)	93%
Total Utilities Expense	5,577.57	5,901.00	(323.43)	95%

TOTAL OPERATION EXPENSE	128,861.46	137,095.00	(8,233.54)	94%
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2015 SURPLUS	8,645.35
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Chequing Accounts

	Balance
Main Account Chequing #101	9,662.10
Platinum Plan Organization 200	65,134.81
Platinum Plan Capital Reserve 201	17,139.72
Fund Raising #107 Chequing	1,278.01
Fund Raising #203 Savings	1,481.15
Building Grant #108 Chequing	6,866.29
Building Grant #204 Savings	12,598.90
Literacy Grant #102 Chequing	231.21
Literacy Grant #202 Savings	7,326.38
Total Chequing	121,718.57

SUB-ACCOUNTS

Fund Raising

Chequing/Savings

Inter fund control account	279.14		
Petty cash	-0.94		
Gst receivable			
NPS&CU savings	1,481.18	Savings	1,481.18
Retained Earnings	1,725.71		
REVENUE:	Actual		
Bank interest	15.69		
Donations	61.00		
Fund Raising	3,852.30		
Miscellaneous income	136.12		
Other income	263.63		
Total Revenue Fund Raising	4,328.74		
EXPENSES:			
Advertising & Promotion	1,283.50		
Refundable Expenses	0.00		
Bank adjustment	0.00		
Bank Charges	124.22		
Fund Raising Expense	2,165.74		
Furniture Expense	0.00		
Total Expenses Fund Raising	3,573.46	chequing	1,278.01
		Total	2,759.19
Net Income/Loss	755.28		

LITERACY GRANT

Inter fund control account	1,771.29		
GST Receivable			
NPS&CU Savings	7,326.38	Savings	7,326.38
Retained Earnings	7,643.08		
Revenue Literacy Grant			
Literacy Grant			
Interest income	53.08		
Other Income			
Total Revenue Literacy Grant	53.08		
EXPENSES:			
Bank Charges	0.00		
Collections Expense	336.68		
Computer Expense	0.00		
Miscellaneous Expense	0.00		
Programs Expense	1,277.95		
Promotions Expense	295.23		
Staff Expense	0.00		
Supplies Expense	0.00		
Wages	0.00		
Total Expenses Literacy Grant	1,909.86	Chequing	231.21
		Total	7,557.59
Net Income/Loss	-1,856.78		

BUILDING GRANT

Inter fund control account	-2,539.15		
NPS&CU -Savings	12,598.90	Savings	12,598.90
GST	53/87		
Retained Earnings	48,743.33		

Revenue:

Interest Income	170.79
Other Income	
Building Grant	6,800.00
Total Revenue Building Grant	6,970.79

EXPENSES

Bank Adjustment	0.05	
Bank Charges	15.00	
Furniture	183.21	
Direct Labour	14,427.50	
Materials and other costs	18,997.15	
Senior Programs	86.87	
Supplies	0.00	
Wages	0.00	
EI Expenses	0.00	
CPP Expenses	0.00	
WCB Expenses	0.00	
Total Expenses Building Grant	33,709.78	Chequing
		6,866.29
		Total
		19,465.19
Net Income/Loss	-26,738.99	

NPS&CU AFTER SCHOOL GRANT**Inter Fund Control acct.**

GST

Total	<u>0.00</u>
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After school Snacks Grant**500.00**

After school Snacks expense

500.00

Furniture

Total amount left	<u>0.00</u>
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CAPITAL FUND

Budget

Difference

INTERFUND CONTROL ACCT.

6,782.70

Capital reserve savings #201

17,139.72

GST receivable

Revenue

Bank interest

169.29

Total revenue**EXPENSES**

Capital reserve expense

571.30

3,000.00 (2,428.70)

Total Capital Expense571.30

Date Paid	Cost	Total Expenses	Karlin Quote	Add Ons
Alpine	1/19/2015	21,997.38	21,997.38 Doors /Windows	
			exterior doors	9,300.00 door opener
			interior	6,000.00
Karlin	9/9/2014	4,600.00	flooring	13,000.00
	9/23/2014	4,600.00	bathroom	3,500.00
	10/20/2014	4,600.00	door labour	5,000.00
	11/17/2014	4,600.00		
	1/13/2015	8,776.63		2,500.00 electrical entry bathroom storage
	1/29/2015	3,753.75		
Expense Claim	January	191.77	191.77 Capital	200.00 fridge 2,830.00 office
Braun	9/3/2014	14,019.84	15,674.61 Flooring	material
	9/10/2014	573.34		13,000.00
	9/11/2014	671.78		
	9/16/2014	223.45		
	10/9/2015	186.20		
Expense Claim	12/2/2014	75.95	185.21	15,217.99 Materials
	1/12/2015	17.07		
	3/12/2015	92.19		
Petty Cash	12/15/2014	13.44	28.52	
	1/20/2014	15.08		
Pro Hardware	10/3/2014	3,317.93	9,548.69	material
	10/21/2014	5,138.95		500.00 washroom
	12/2/2014	517.07		3,565.00 kitchen
	12/3/2014	484.93		3,445.00 kids storage
	February	80.96		475.00 baseboard
	April 30/15	8.85		200.00 staining
MasterCard	9/30/2014	1,004.68	5,455.57	
	10/14/2182	3,057.34		
	11/30/2014	175.05		
	2/27/2015	1,380.85		
	3/17/2015	-162.35		
Total GST		-3,970.89		
Actual Renovation Total		80,041.24	Total Estimate	53,300.00
				69,515.00
				Total w/additions

Clerk

From: ~~Tyler Schwartz <tschwartz@pris.ca>~~
Sent: Friday, March 04, 2016 6:26 AM
To: Tom Matus; Nicole Gilliss; Clerk; Caroline Beam; Dave Heiberg; ~~gjohan@pris.ca~~; Heather Middleton; Kelly Miller; Gwen Johansson; Travous Quibell
Cc: ~~baxterfamily07@gmail.com~~; ~~shanebarb@xplornet.com~~; ~~jason.naisby@bchydro.com~~; ~~bullheadmcc@gmail.com~~
Subject: RE: Monday meeting March 7 at 6pm

Hello council & CAO:

Please find attached a few proposed mark-ups to v4 of the curling club lease.

The essence of the proposal is to shift the model the curling club has with the district to more of a renters/tenant model (ie. like minor hockey, soccer and softball) as opposed to the current model which has the curling club acting as owners of a district facility.

This would involve the club paying a much higher rent, but then having the district cover the utilities and the operating/maintenance aspects of the facility.

Highlights of the specific mark-ups include:

- Clearly stating the district is responsible for all utilities including electricity, natural gas, telephone and satellite TV
- Clarifying that the district is responsible for all maintenance and repairs at the facility, unless the club is liable for the damage
- Clarifying the club will make and maintain the ice
- Clarifying the club can advertise in the facility, and keep the proceeds
- Increasing Rent to \$10k/year

If there are any questions prior to Monday, please do not hesitate to let me know!

Thanks!

Tyler Schwartz
Treasurer, BMCC



Curling Club
Lease amendme...

From: Tom Matus [<mailto:cao@hudsonshope.ca>]
Sent: 2016, March 01 10:39 AM
To: Baxter; Bullhead; Naisby, Jason; Shane & Barb Froklage (~~shanebarb@xplornet.com~~); Schwartz, Tyler
Cc: Clerk; Caroline Beam; Dave Heiberg; Gwen Johansson (~~gjohan@pris.ca~~); Heather Middleton; Kelly Miller; Gwen Johansson; Nicole Gilliss; Travous Quibell
Subject: Monday meeting March 7 at 6pm

Hello All,

You are invited to come to the above meeting to further discuss your Lease Agreement.

Please advise of your attendance?

Regards,

Tom Matus, CAO

Office: 250-783-9901

Cell: 250-783-0942

Fax: 250-783-5741



District of Hudson's Hope

9904 Dudley Drive, PO Box 330

Hudson's Hope, BC V0C 1V0

Email: cao@hudsonshope.ca

www.hudsonshope.ca

CURLING RINK BUILDING LEASE

THIS AGREEMENT dated for reference the 7th day of March, 2016.

BETWEEN:

DISTRICT OF HUDSON'S HOPE, a municipality incorporated under the laws of British Columbia and having its office at Box 330, Hudson's Hope, B.C., V0C 1V0.

Facsimile number: (250) 783-5741

(the "District")

AND:

BULLHEAD MOUNTAIN CURLING CLUB (Inc. No. S-0038100), a society duly incorporated under the laws of the Province of British Columbia and having its registered office at 10311 Gething Street, Hudson's Hope, B.C., V0C 1V0

(the "Club")

WHEREAS:

A. The District is the registered owner in fee simple of those properties legally described as:

Parcel Identifier: 013-680-145
Lot 9
Block 2
Section 18
Township 81
Range 25 West of the 6th Meridian
Peace River District
Plan 4115

("Lot 9")

Parcel Identifier: 013-023-519
Lot 10
Block 2
Section 18
Township 81
Range 25 West of the 6th Meridian
Peace River District
Plan 4115

("Lot 10")

Parcel Identifier: 013-684-256
Lot 11
Block 2

{00293301; 2}

Section 18
 Township 81
 Range 25 West of the 6th Meridian
 Peace River District
 Plan 4115

("Lot 11")

Parcel Identifier: 013-680-056
 Lot 17
 Block 2
 Section 18
 Township 81
 Range 25 West of the 6th Meridian
 Peace River District
 Plan 4115

("Lot 17")

Parcel Identifier: 013-680-013
 Lot 18
 Block 2
 Section 18
 Township 81
 Range 25 West of the 6th Meridian
 Peace River District
 Plan 4115

("Lot 18")

and

Parcel Identifier: 013-680-030
 Lot 19
 Block 2
 Section 18
 Township 81
 Range 25 West of the 6th Meridian
 Peace River District
 Plan 4115

("Lot 19");

- B. The District also owns in fee simple that area of land to the east of Lots 9, 10 and 11 which was formerly road (the "Former Road");
- C. The Club commenced constructing a curling rink building for the District (the "Building") and the District completed construction of the Building;

- D. The Building is located on most of Lot 18, part of Lot 9, Lot 10, Lot 11, Lot 17, and Lot 19 and part of the Former Road (collectively, the "Lands"), and the footprint of the Building is shown on Schedule "A" of this Agreement;
- E. The Club desires to lease the Building for the purpose of operating a curling rink and club and the District agrees to lease the Building to the Club on the terms and subject to the conditions set out in this Lease;

NOW THEREFORE in consideration of the premises and payments under this Lease and other good and valuable consideration, the receipt and sufficiency of which both parties hereby acknowledge, the District and the Club covenant and agree as follows:

Grant Of Lease

1. The District, in consideration of the rents to be paid and the covenants and agreements to be performed and observed by the Club, does hereby lease to the Club and the Club does hereby lease and take from the District the Building, together with all improvements located thereon.

Lease Term

2. The term of this Lease shall begin on ~~September~~March 1, 2016, (the "Commencement Date"), and shall terminate on ~~August 31, February 28~~, 2021 (the "Term").

Commented [A1]: Dates picked to coincide with expiration of the agreement between BMCC and BC Hydro on use of the space, to allow completion of the agreement, and to have the term roughly coincide with the curling season.

Extensions

3. The parties hereto may elect to extend this Agreement upon such terms and conditions as may be agreed upon in writing and signed by the parties at the time of any such extension.

Lease of Building

4. The District hereby demises and leases to the Club the Building (the "Lease") for a Term of five (5) years from the Commencement Date, to have and to hold for the Term, and the Club does hereby accept the demise and lease of the Building, subject to all the covenants, conditions and agreements contained in this Lease.

Option to Renew Lease

5. The Club may, if not in default under this Lease, renew this Lease four (4) times for a further term of 5 years each on the same terms and conditions except this renewal option which is modified accordingly each time. This option may be exercised by the Club giving notice in writing to the District in the manner provided for giving notices not earlier than 6 months and not later than 90 days prior to the expiry of the Term or the renewal of the Term, as the case may be.
6. In the remainder of this Lease, the word "Term" refers to the Term as it may be renewed.

Ownership of Building

7. The District and the Club agree that the title to and ownership of the Building was, is and will be at all times, before, during and after the Term, vested in the District.

Ownership of Equipment

Commented [A2]: To do visual and confirm

8. The District agrees that the furnishings and non-fixed equipment in the Building belong to the Club, ~~including the curling stones, ice sheet mats, scoreboards, including the office desk and other office equipment, chairs, benches, tables, shelving, kitchen appliances and dishes, and all other items~~ (the "Equipment").

Parking License

9. The District hereby grants to the Club a non-exclusive license (the "Parking License") to enter upon those paved parking areas shown in solid black on the sketch plan attached as Schedule "B" (the "Parking Area") in order to use the Parking Area only for vehicle parking purposes and only in association with use of the Building.
10. The Parking License commences on the Commencement Date and expires at the end of the Term or such earlier date that the Lease may terminate.
11. The Club acknowledges that the Parking Area is used by users of the community hall and other nearby buildings and the Club acknowledges that parking may or may not be available in the Parking Area.
12. The Club may permit the Parking Area to be used for vehicle parking by its members, directors, officers, employees, and invitees when they are using the Building.
13. The Club shall ensure that all its users obey all rules and regulations posted by the District at the Parking Area, including rules and regulations that may prohibit parking longer than a specified number of hours or that may prohibit overnight parking.
14. The Club acknowledges that the District may temporarily close all or parts of the Parking Area from time to time or parking may not be available on occasion if the District chooses to clear ice and snow, resurface or otherwise repair or maintain the Parking Area.
15. The Club further acknowledges that the Parking Area represents significant sites in the downtown core and the District may change or even reduce the Parking Area from time to time.

Building Accepted "As Is"

16. Since the Club established the design parameters for the Building, approved the design and specifications for the Building, entered into most of the contracts for the construction of the Building, and administered those contracts, the Club accepts the Building "as is" and as being fit for the Club's purposes and the Club acknowledges that the District has made no representations or warranties whatsoever respecting the Building.

{00293301; 2}

Use of Building

17. The Club shall use the Building for the purpose of operating a curling club, which may include a lobby, meeting rooms, washrooms, kitchen and a lounge for the consumption of food and drinks, including alcoholic drinks.

No Abandonment

18. Except during the months of April, May, June, July August and September, the Club shall not abandon the Building or leave the Building vacant or unoccupied or otherwise fail to use the Building as a curling rink for more than 15 consecutive days.

Public Use of Building

19. The Club shall at all times during the Term allow members of the public to become members of the Club on the terms of the Club's bylaws as attached as Schedule "C" and the Club shall not amend its bylaws to change the manner by which members of the public may become members of the Club.
20. The Club shall ensure that the Building and parts of the Building are made available for license by members of the public on the terms set out in section ~~2829~~.
21. Except for times that the Building will be closed during the months of April 15th, to September 15th, the Club shall make the Building available for curling by members of the public who are not members of the Club, at a price not to exceed \$10.00 per person per game (or such greater amount as the District may agree from time to time) from 7:00pm to 9:00pm on Wednesdays, only.
22. Despite the preceding section, if public use of the Building is not available because of a tournament, the Club is not required to offer public curling during that tournament day provided that the missing public curling time is offered during the permitted hours the preceding or the following week.

Rent

Rent will be ~~ten~~^{twelve} thousand (\$1~~20~~²⁰,000.00) dollars per year ~~for the seven months that it will be in operation~~. Rent will be renegotiated at each five-year renewal term.

Additional Rent

23. All monies other than Rent which are owed to the District by the Club shall be considered additional rent ("Additional Rent"), whether or not described as such in this Agreement, and shall be paid by the Club to the District immediately upon demand and Additional Rent shall be collectible as if the amounts were Rent.

Timing of Payment

24. The Club shall pay the Rent in yearly instalments, in advance, by cheque delivered to the Municipal Hall.

Interest

25. The Club will pay to the District interest at a rate equal to 5+0% per annum, calculated and compounded monthly, on all unpaid monies under this Agreement, from the due date for payment until the date of payment. This stipulation for interest will not prejudice any other right or remedy of the District under this Agreement or at law or at equity.

No Set-Off

26. Rent and Additional Rent are payable by the Club to the District without any set-off or deduction.

GST

- ~~27. The Club acknowledges that Goods and Services Tax ("GST") is payable in addition to the Rent and the Club shall pay GST to the District at the time of each instalment payment of the Rent, and the Club shall pay all taxes, charges, levies and other fees, including GST or any replacement tax, which may otherwise be payable in respect of this Agreement.~~

No Assigning or Subletting

- ~~28-27. The Club shall not assign this Agreement, and the Club shall not sublet all or any part of the Building except that the Club may sublease the kitchen, within the Building to a person or company which provides food services to persons within the Building on the following days only: Wednesdays, Fridays, Sundays and during Bonspiels. No sublease of the kitchen by the Club will release the Club from its obligation to observe or perform the Club's obligations under this Agreement, including the Club's indemnity.~~

Commented [A3]: Bella Vista uses the kitchen for their own purposes on days other than those mentioned here. Does the District of Hudson's Hope take possession of the key or invoke "honour system"?

Liquor Licenseing

- ~~29-28. The club may hold a Liquor License in the building. During the curling schedule and related activities i.e. Bonspiels the Club may licence the entire Building or any part of the Building with the Club obtaining the prior written consent of the District in each instance, which consent shall not be unreasonably withheld, subject though to the following terms:~~

- (a) The Club must not license the entire Building or part of the Building for a use that is controversial or otherwise inappropriate for a building owned by a municipal government;
- (b) Before licensing, or altering the licensing, the entire Building or any part of it, the Club must provide the District with all information requested by the District;
- (c) The Club shall not enter into any licences of the Building or part of it unless the licensee obtains liability insurance of \$3 million or such greater amount required by the District from time to time; and
- (d) No license by the Club will release the Club from its obligation to observe or perform the Club's obligations under this Agreement, including the Club's indemnity.

Commented [A4]: Section 52 requires \$5M

Corporate Existence

~~30-29.~~ The Club shall maintain its corporate existence and not take or allow any proceedings or steps toward dissolution and the Club shall provide the District each year of this Agreement with written confirmation from the B.C. Registrar of Companies that the Club is validly-incorporated as a society, not in liquidation or receivership, and in good standing as to the filing of its annual reports.

Constitution and Bylaws

~~31-30.~~ The Club shall operate strictly in accordance with the purposes of the Club as set out in its constitution and the procedures within its bylaws, both of which are attached as Schedule "C".

~~32-31.~~ The Club must not materially amend its constitution or bylaws, as set out in Schedule "C", without the written consent of the District.

Not for Profit Status

~~33-32.~~ The Club warrants, represents and agrees that it is and shall remain throughout the Term a not for profit society, duly incorporated and in good standing under the laws of the province of British Columbia and at the beginning of each calendar year during the Term, the Club must furnish to the District proof that it is a society in good standing with the Registrar of Companies.

Compliance with Laws

~~34-33.~~ The Club will at all times use and occupy the Building and use the Parking Area in compliance with all statutes, laws, bylaws, regulations and orders of any authority having jurisdiction and, without limiting the generality of the foregoing, all relating to environmental protection and safety and any contaminant, pollutant, dangerous substance, liquid waste, industrial waste, hauled liquid waste, or hazardous material or hazardous substance, including all the rules, regulations, policies, guidelines, criteria or the like made under or pursuant to any such laws.

Zoning

~~35-34.~~ The Club must not use or occupy the Building or permit a use or occupation of the Building in breach of the District of Hudson's Hope zoning bylaw, as amended from time to time.

No Nuisance

~~36-35.~~ The Club will not use, exercise or carry on or permit or suffer to be used, exercised or carried on, in or upon the Building or the Lands or any part thereof any noisy, noxious or offensive art, trade, business, occupation, or event and the Club will not carry on, or suffer or permit to be carried on, on the Building or the Lands any act, matter or thing which will or may constitute a nuisance or an unreasonable annoyance to the District, to any occupant of the Lands or any lands and premises in the vicinity of the Building, and to the public generally.

No Alterations

~~37-36.~~ The Club may not expand, alter or improve the Building without the consent of the District, which consent may be unreasonably refused and which consent may include conditions imposed by the District.

Builders Liens

~~38-37.~~ The Club must discharge all liabilities incurred by it for labour, equipment, materials or services on the date upon which each becomes due.

~~39-38.~~ The Club shall not permit any liens, judgments or other charges to be registered against the Building or the Lands as a result of any act or omission of the Club or its members, officers, directors, employees, agents, contractors, subcontractors, licensees, invitees, volunteers or others for whom it is responsible or any claim or judgement against them. If any lien, judgment or other charge is registered, the Club will obtain its discharge within 30 days of its registration.

Filing Notice of Interest

~~40-39.~~ Throughout the Term, the District is entitled to file a Notice of Interest pursuant to Section 3(2) of the *Builders Lien Act* in the appropriate Land Title Office against title to the Lands.

Commented [A5]: Is this relevant?

Repairs and Maintenance of Building

~~41-40.~~ ~~The district will be responsible for all maintenance, repair and upkeep of the building and all equipment within, except if~~ Repair is made necessary, in whole or in part, by the neglect, omission, default, breach, or negligence of the Club or its members, officers, directors, employees, agents, contractors, subcontractors, licensees, invitees, volunteers or others for whom it is responsible; ~~the Club hereby assumes the full and sole responsibility for the condition, operation, maintenance, repair, and replacement of parts or any other items of the Building during the Term.~~ All repairs will be in all respects to a standard equal to or greater the original work and material in the improvements, and will meet the lawful requirements of all statutory authorities. See Schedule "D" for further details.

~~42-41.~~ The Club and the District will delegate a committee to review and submit recommendations to the District of Hudson's Hope Council and the Club on building maintenance annually or as required.

Utilities and Operating Costs

The district will be responsible for all operating costs associated with the building. Specifically, this includes electricity, natural gas, telephone (long distance blocked) and satellite TV

Ice Making

The club will be responsible for all aspects of ice making and maintenance throughout the curling season.

Associated Fixtures

43-42. In this Agreement, all references to the Building include all fixed or attached ice-making equipment, machinery, boilers, equipment, fixtures and other appurtenances.

Commented [A6]: Council to take ownership of the building and all contents as described in this clause.

Right to Inspect

44-43. The District may (but is not obligated to) do "in/out" checks and enter the Building at all reasonable times to determine if the Club is complying with all its obligations under this Agreement.

Repair According to Notice

45-44. The District may (but is not obliged to) issue a notice to the Club requiring repair or other work to the Building and the Club, if the Club is liable as detailed in Section 40, and will promptly do all repairs and other work pursuant to that notice.

Public Safety

46-45. The Club shall take all possible precautions to ensure the safety of persons using the Building.

Damage or Destruction

47-46. If the Building should suffer damage of 75% or more or be completely destroyed, by any cause whatsoever, whether or not the fault of the Club and whether or not insurance proceeds are payable to the District, Council of the District may, in its sole discretion, make a decision within 30 days of the damage or destruction whether to reconstruct the Building and the District will give notice to the Club of that decision.

48-47. The Club must cease to occupy the Building from the date of the damage or destruction.

49-48. Whether or not the District decides to reconstruct the Building, if insurance coverage is available, the Club must pay to the District the insurance deductible if the Club or any person for whom it was responsible was the cause or partial cause of the damage or destruction.

50-49. If the District decides not to reconstruct the Building, the Lease is immediately terminated as of the date of receipt by the Club of the District's notice of its decision. Pro-rated rent will be returned to the club, based on the date of termination of the lease.

~~51-50~~ Nothing in the preceding sections limits the indemnity within this Agreement, whether or not the District decides to reconstruct the Building.

Waste

~~52-51~~ The Club will not commit, suffer, or permit any wilful or voluntary waste, spoil or destruction of the Building.

Insurance Clauses

Commented [A7]: To sponsor as Associate Member insurance.

~~53-52~~ The Club must, at its sole expense, obtain and maintain during the Term comprehensive general liability insurance providing coverage for death, bodily injury, property loss and damage, and all other losses, arising out of or in connection with the Lease and/or the Parking License in an amount of not less than \$5,000,000.00 per occurrence.

~~54-53~~ On the Commencement Date and at other times upon demand by the District, the Club shall deliver to the District certified copies of the policies of insurance required to be maintained by the Club under this Agreement.

~~55-54~~ The District may, from time to time, notify the Club to increase the amount of insurance required by this Agreement and the Club will, within 45 days of receiving such a notice, cause the amounts to be increased and deliver to the District a letter from its insurer certifying the increase in the amount of insurance.

~~56-55~~ The Club shall ensure that all policies of insurance pursuant to this Agreement are:

- (a) placed with insurers licensed in British Columbia;
- (b) are written in the name of the Club and the District, as an additional insured;
- (c) contain a cross liability clause and a waiver of subrogation clause in favour of the District;
- (d) primary and do not require the sharing of any loss by any insurer that insures the District;
- (e) contain a clause to the effect that any release from liability entered into by the District prior to any loss shall not affect the right of the Club or the District to recover; and
- (f) endorsed to provide the District with 30 day's advance notice in writing of cancellation or material change.

~~57-56~~ All policies may provide that the amount payable in the event of any loss will be reduced by a deductible, in an amount to which the District consents. Consent, non-consent and/or authorized consent of the District will not constitute an agreement by the District to participate in the financial undertaking of the Club to satisfy any deductible payable. The Club will be solely responsible for any and all insurance deductible.

~~58.57.~~ If the Club at any time fails to maintain any insurance it is required to maintain, then the District may (but is not obligated to) obtain and maintain such insurance in such amounts and with such deductible amounts and for such periods of time as the District reasonably deems advisable. The Club will pay to the District, on demand, the District's cost of so doing.

Release

~~59.58.~~ The Club shall will note the District of Hudson's Hope as an "additional insured" on its insurance certificate and hereby releases the District and its elected and appointed officials, officers, employees, agents and others of the District from and against all demands and claims which the Club may have, now or in the future, in relation to this Agreement, the Building, the Parking Area, or the Club's use or occupancy of the Building, Parking Area, the Lands or any of the perils against which the Club shall have insured or pursuant to the terms of this Agreement is obligated to insure.

Indemnity

Commented [A8]: To sponsor as Associate Member insurance.

~~60.59.~~ The Club will and hereby does indemnify and save harmless the District and its elected and appointed officials, officers, employees, agents and others of the District from any and all liabilities, damages, expenses, costs (including actual costs of professional advisors), claims, demands, suits, actions or other harm whatsoever, whether relating to death, bodily injury, property loss, property damage or other consequential loss or damage, in connection with or arising from:

- (a) any breach of any obligation set forth in this Agreement to be observed or performed by the Club;
- (b) any of the perils against which the Club shall have insured or pursuant to the terms of this Agreement is obligated to insure;
- (c) any act, omission, or negligence of the Club, its members, officers, directors, employees, agents, contractors, subcontractors, licensees, invitees, volunteers or others for whom it is responsible;
- (d) any incident or occurrence at the Building;
- (e) any contamination or remediation costs;
- (f) any builders lien filed against the Lands as a result of an act or omission of the Club or judgment or claim against it or any of its members, officers, directors, employees, agents, contractors, subcontractors, licensees, invitees, volunteers or others for whom it is responsible, including associated judgments;
- (g) any incident or occurrence at the Parking Area involving the Club or any of its members, officers, directors, employees, agents, contractors, subcontractors, licensees, invitees, volunteers or others for whom it is responsible;
- (h) the granting of the Lease or the Parking Licence; or

- (i) any act or omission of the Club or any of its members, officers, directors, employees, agents, contractors, subcontractors, licensees, invitees, volunteers or others for whom it is responsible.

Survival of Indemnity and Release

~~61-60.~~ The indemnities and release contained in this Agreement will survive the expiration or earlier termination of the Term.

Commented [A9]: to sponsor as per Associate Member insurance.

Environmental Contamination

~~62-61.~~ The Club will comply with the following provisions:

- (a) The Club will assume any and all duties, obligations or liabilities under any relevant law in respect of the Building or in respect of the Lands on which the Building is located, including but not limited to any costs, expenses or liabilities for any remedial action for any pollution of the Building or the Lands on which the Building is located caused before the expiration of the Term.
- (b) The Club, at its own cost, will provide to the District, at the District's request from time to time, a report from an independent environmental consultant approved by the District, verifying the environmental condition of the Building and the Lands on which it is located.

Club's Corporate Representations and Warranties

~~63-62.~~ The Club covenants with, and represents and warrants to, the District that:

- (a) the Club has the power and capacity to enter into this Agreement and to comply with and perform this Agreement;
- (b) all necessary corporate proceedings have been taken to authorize the Club to enter into this Agreement and to execute and deliver this Agreement; and
- (c) this Agreement has been properly executed by the Club and is a valid and binding obligation of the Club that is enforceable against the Club in accordance with its terms.

Notice

~~64-63.~~ All notices to be given under this Agreement shall be in writing and may be delivered by hand, sent by facsimile transmission, or mailed by first-class prepaid registered mail (ExpressPost).

~~65-64.~~ Any notice delivered by hand or sent by facsimile transmission shall be deemed to be given and received on the day it is sent. Any notice mailed shall be deemed to be given and received on the third day after it is posted (unless there is a mail strike, slow down or other labour dispute which might affect delivery, in which case the notice shall be effective only if actually delivered).

~~66-65~~ Notices shall be addressed to the addresses or facsimile numbers on page 1 or to such other address or facsimile number as may from time to time be advised by a party in writing.

~~67-66~~ Notices to the District must be addressed to the attention of the "Clerk".

Designation of Representatives

~~68-67~~ Within five days after the Club executes this Agreement, it must give notice to the District designating the Club's representatives for the purposes of this Agreement, including home telephone numbers in the case of an emergency. The Club may change its representatives by giving notice of the change to the District, with that change being effective on the date the notice is given.

Communication to Representatives

~~69-68~~ The Club's representatives are its representative for all purposes of this Agreement and unless this Agreement requires that a "notice" be given to the Club, all communications given to or received by a Club's representative have been given to the Club.

Notice of Default

~~70-69~~ If the Club fails to pay the Rent, Additional Rent or otherwise breaches this Agreement, the District may give the Club notice in writing of the default and if the default is curable, the time within which the default must be cured by the Club or no time for cure in the event of an emergency or urgent circumstances, as determined by the District, or where the Club has failed to keep in force the required insurance.

District's Right to Perform

~~71-70~~ If the Club fails to rectify or cure, to the satisfaction of the District, a default within the time specified in a notice for which the club is liable, as per Section 40 from the District and if the default is one that can be rectified or cured by the District, the District may without further notice to the Club, take all steps considered in its sole discretion necessary to rectify or cure the default and all costs of doing so, including the cost of retaining professional advisors, plus a 15% administration fee to represent time spent by District staff, shall be payable immediately by the Club as Additional Rent. ~~Nothing in this Agreement obligates the District to rectify or cure any default of the Club but should the District choose to do so, the District shall not be liable to the Club for any act or omission in the course of rectifying or curing or attempting to rectify or cure any default.~~

Distress

~~72-71~~ If the Rent or Additional Rent payable by the Club is in arrears, the District or a person authorized in writing by the District may enter upon the Building and seize any goods or chattels and may sell the same. Notwithstanding any other provision in this Agreement, the Club will not sell, transfer or otherwise encumber any buildings, goods or chattels on or affixed to the Building until the Club has complied with its obligations under this Agreement.

Provisos

~~73-72.~~ Provided always and it is hereby agreed that the District may, without further notice to the Club, terminate the Lease and re-enter and take possession of the Building if the Club fails to rectify or cure, to the satisfaction of the District, a default within the time specified in a notice from the District (if time for cure has been provided) or if the default is one that cannot be rectified or cured.

No Compensation

~~74-73.~~ The Club will make no claim for compensation, in damages or otherwise, upon the lawful termination of the Lease, except as per section 49. If the District terminates this Lease, the District retains the right to proceed at law against the Club for all of Rent and Additional Rent and other loss or damage and costs, including all prospective losses or prospective damages suffered or to be suffered by the District arising from the default of the Club under this Lease.

Costs

~~75-74.~~ If the Club defaults under this Agreement, the Club will pay to the District the District's full and actual costs including legal costs arising from the default, whether before action or otherwise, plus a 15% administration fee to reflect District staff time.

Dissolution

~~76-75.~~ If any step is taken, an order is made, a resolution passed or a petition filed for the liquidation or winding up or dissolution of the Club or if a receiver or receiver-manager is appointed to administer or carry on the Club's business, then at the option of the District, the Rent, Additional Rent and all outstanding levies and charges shall become immediately due and payable and this Lease shall immediately become forfeited and void and the District may re-enter and take possession of the Building.

Bankruptcy

~~77-76.~~ If this Lease is at any time seized or taken in execution or in attachment by any creditor of the Club, or if the Club should become insolvent or make any assignment for the benefit of creditors, or commit an act which entitles a person to take action under the *Bankruptcy and Insolvency Act* (Canada) or a bankrupt petition is filed or presented against the Club or the Club consents to the filing of the petition or a decree is entered by a court of competent jurisdiction adjudging the Club to be bankrupt under any law relating to bankruptcy and insolvency, then at the option of the District, the Rent, Additional Rent and all outstanding levies and charges shall become immediately due and payable and this Lease shall immediately become forfeited and void and the District may re-enter and take possession of the Building.

Condition of Building

~~78-77.~~ At the expiration or earlier termination of the Term, the Club shall leave the Building and the Lands on which it is located in a clean, tidy, uncontaminated, safe, proper, and vacant condition, clear of all personal property, and all fixtures or improvements

constructed, installed or affixed to the Building by the Club shall become the absolute property of the District free of all encumbrances without payment of any compensation to the Club, unless the District, in its sole discretion, requires the Club to remove all or any fixtures or improvements installed by the Club, in which case the Club shall do so within 15 days after expiry or early termination of this Agreement.

Transfer of Equipment

~~79-78.~~ At the expiration or early termination of the Term, the Club shall remove its owned furnishings and equipment within the Building.

Quiet Enjoyment

~~80-79.~~ Subject to this Lease, the Club may peaceably hold and enjoy the Building during the Term without interruption or disturbance by the District or any person lawfully claiming under the District.

Holding Over

~~81-80.~~ If the Club should hold over after the expiration of the Term and the District should accept rent, the new tenancy thereby created shall be a tenancy from month to month and not a tenancy from year to year, and shall be subject to the covenants and conditions herein contained so far as the same are applicable to a tenancy from month to month, except that the monthly rent shall be three times the rent payable for the last month of the Term.

Legal Costs

~~82-81.~~ Each of the District and the Club is responsible for its own legal costs in relation to the preparation and negotiation of this Agreement.

Own Cost

~~83-82.~~ Except as expressly set out in section 51, the Club shall perform all of its obligations, covenants and agreements under this Agreement solely at its own cost.

Commented [A10]: Still the correct section?

Advertising

The club, at its sole discretion, may secure and display advertising in part of the building to offset operating costs of the club.

Law to the Contrary

~~84-83.~~ This Agreement shall inure to the benefit of and be binding on the parties notwithstanding any rule of law or equity to the contrary.

No Obligations on District

~~85-84.~~ The rights given to the District by this Agreement are permissive only and nothing in this Agreement:

- (a) imposes any duty of care or other legal duty of any kind under the law or tort or otherwise on the District to the Club or to anyone else;
- (b) obliges the District to enforce this Agreement, which is a policy matter within the sole discretion of the District.

Severance

~~86-85~~ If a court of competent jurisdiction holds any portion of this Agreement invalid, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.

Governing Law

~~87-86~~ This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.

No Waiver

~~88-87~~ Waiver by the District of any default by the Club shall not be deemed to be a waiver of any subsequent default. A waiver is effective only if it is in writing.

Amendment

~~89-88~~ This Agreement may not be modified or amended except by an instrument in writing signed by the District and the Club.

Remedies Not Exclusive

~~90-89~~ No remedy conferred upon or reserved to the District is exclusive of any other remedy under this Agreement or provided by law, but all such remedies shall be cumulative and may be exercised in any order or concurrently.

No Joint Venture

~~91-90~~ Nothing in this Agreement shall constitute the Club as the agent, joint venturer or partner of the District or give the Club any authority or power to bind the District in any way. This Agreement creates only the relationship of District and Club.

Club

~~92-91~~ Any reference to the "Club" includes, where the context allows, members, directors, employees, agents, sub-clubs, licensees, volunteers, and invitees of the Club and all others over whom the Club may reasonably be expected to exercise control and any default in observing or performing the Club's obligation by such person will be deemed to be defaults of the Club.

Charges on Title

~~93-92~~ The Club shall abide by and observe all requirements and restrictions on the title to the Lands registered prior to the Commencement Date.

Other Dispositions

~~94-93~~ The District reserves the right to grant rights of way, easements, covenants and other dispositions of the Lands or any part of it in a manner consistent with this Agreement and the Club shall execute any such document if requested by the District. For greater certainty, but without limiting the generality of the foregoing, a right of way, easement, covenant or other disposition is not inconsistent with this Agreement if it does not charge the Building.

Powers Preserved

~~95-94~~ Nothing in this Agreement affects the right of the District to exercise its powers within its jurisdiction.

Headings

~~96-95~~ The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and do not define, limit or enlarge the scope or meaning of this Agreement.

Interpretation

~~97-96~~ Wherever the singular or masculine or neuter is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context so permits or requires.

Entire Agreement

~~98-97~~ The provisions of this Agreement constitute the entire agreement between the District and the Club and supersede all previous communications, representations, warranties, covenants and agreements whether verbal or written between the parties with respect to this subject matter, except the Assignment Agreement.

Time of Essence

~~99-98~~ Time is of the essence of this Agreement.

Continuation of Obligations

~~100-99~~ This unfulfilled obligations of the Club under this Agreement shall survive the expiry or earlier termination of this Agreement.

Decisions by District

~~101.100.~~ Approvals, consents and other decisions of the District under this Agreement may be made on its behalf by its Corporate Officer.

Further Assurances

~~102.101.~~ The District and the Club shall execute and do all such further deeds, acts, things and assurances as may be reasonably required to carry out the intent of this Agreement.

Covenants and Conditions

~~103.102.~~ All of the provisions of this Agreement shall be deemed and construed to be conditions as well as covenants as though the words specifically expressing or importing covenants and conditions were used in each separate section.

Registration

~~104.103.~~ The Club agrees that the District is not required to provide this Lease in registerable form.

Inurement

~~105.104.~~ This Agreement shall inure to the benefit of and be binding upon the parties and any successor of the District.

Schedules

~~106.105.~~ The following schedules are attached to and form part of this Agreement:

- Schedule "A" – Footprint of the Building
- Schedule "B" – Parking Area
- Schedule "C" – Club's Constitution and Bylaws
- Schedule "D" – Maintenance Requirements

DATED the ____ day of _____, 2016.

The Corporate Seal of **DISTRICT OF HUDSON'S HOPE** was hereunto affixed in the presence of:

Mayor: Gwen Johansson

Clerk: Tom Matus

C/S

DATED the ____ day of _____, 2016.

The Corporate Seal of **BULLHEAD MOUNTAIN CURLING CLUB** was hereunto affixed in the presence of:

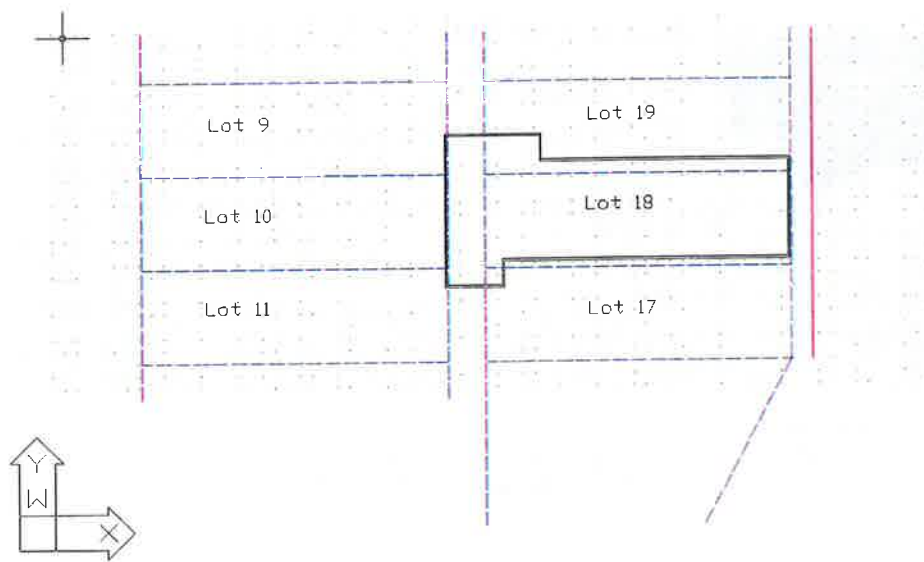
Authorized Signatory

Authorized Signatory

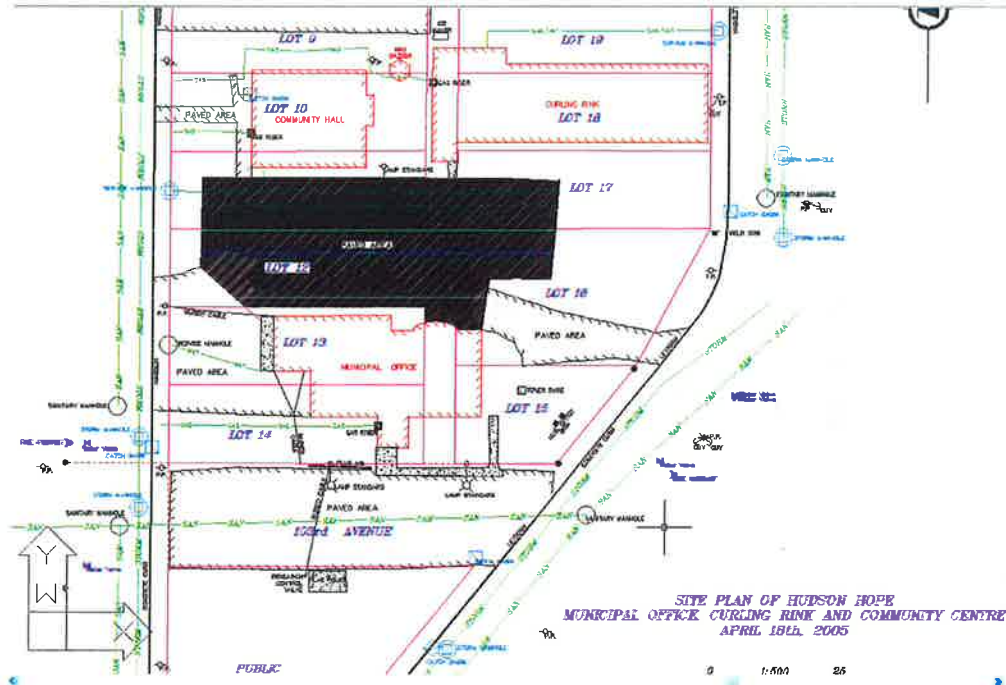
C/S

Schedule "A"

SKETCH PLAN SHOWING FOOTPRINT OF THE CURLING RINK BUILDING



Schedule "B"
PARKING AREA



Schedule "C"

CLUB CONSTITUTION AND BYLAWS

Schedule "D"

MAINTENANCE REQUIREMENTS

MAINTENANCE, REPAIRS AND OPERATIONS

Club shall use its best efforts to insure that the property is maintained in an attractive condition ~~and in a good state of repair~~. In this regard, Club shall use its best skills and efforts to serve the Club of the property and shall purchase necessary cleaning supplies and services, window cleaning, refuse disposal, pest control, and any other utilities or services required to maintain the facility in an attractive state for the operation of the property. Club shall make or cause to be made and supervise necessary repairs and alterations and shall decorate and furnish the property. ~~Expenditures for repairs, alterations, decorations or furnishings in excess of five hundred (\$500.00) dollars shall not be made without prior written consent of owner, except in the case of emergency, or if Club in good faith determines that such expenditures are necessary to protect the property from damage, to prevent injury to persons or loss of life, or to maintain services to Clubs.~~

Emergency Repairs: Should emergency repairs be required through which the club is not liable (ie. Furnace stops working in the winter on a Friday night, hot water tank springs a leak), the curling club will make every effort to contact the owners rep at XXXX. Should the owners rep not be available within 2 hours of the initial attempt, the curling club shall initiate the emergency repair process, with all costs being transferred to the owner

Club's Alterations: The Club shall have the right, at its sole expense, from time to time, to redecorate the Building and to make such non-structural alterations and changes in such parts thereof as the Club shall deem expedient or necessary for its purposes; provided, however, that such alterations and changes shall neither impair the structural soundness nor diminish the value of the Building. ~~The Club may make structural alterations and additions to the Building provided that Club has first obtained the consent thereto of the District in writing. The District agrees that it shall not withhold such consent unreasonably. The District shall execute and deliver upon the request of the Club such instrument or instruments embodying the approval of the District which may be required by the public or quasi-public authority for the purpose of obtaining any licenses or permits for the making of such alterations, changes and/or installations in, to or upon the Building and the Club agrees to pay for such licenses or permits.~~

Permits and Expenses: Each party agrees that it will procure all necessary permits for making any repairs, alterations, or other improvements for installations, when applicable (ie. when the club is liable for a repair). Each Party hereto shall give written notice to the other party of any repairs required of the other pursuant to the provisions of this Article and the party responsible for said repairs agrees promptly to commence such repairs and to prosecute the same to completion diligently, subject, however, to the delays occasioned by events beyond the control of such party.

Each party agrees to pay promptly when due the entire cost of any work done by it upon the Building so that the Building at all times shall be free of liens for labor and materials. Each party further agrees to hold harmless and indemnify the other party from and against any and all injury, loss, claims or damage to any person or property occasioned by or arising out of the doing of any such work by such party or its employees, agents or contractors. Each party further

Commented [A11]: I would expect any structural alternations would be made by the district and not by the club.

agrees that in doing such work that it will employ materials of good quality and comply with all governmental requirements, and perform such work in a good and workmanlike manner.

{00293301; 2}



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.hudsonshopemuseum.com

February 2, 2016

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

Re: Application for Financial Assistance 2016

The Hudson's Hope Historical Society is presenting an application for financial assistance to the District of Hudson's Hope in the sum of \$52,000.00. Please find attached both the proposed budget for 2016 and the 2015 financial statement.

Wages are the largest outlay of 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 also starting to work on a display for 2016, which will tell the story of ranching in the Peace River Valley through the eyes of the people that settled it. Relatively late in the year, after a successful appeal process, we received some of the gaming grant fund that had been applied for, resulting in an unexpected surplus for the year. This is very welcome funding and will help to cover various expenditures in the early part of the 2016 fiscal year when the society's cash flow is traditionally short.

This past summer saw the Rutledge heritage building moved to the museum property. We were able to get the building to lock-up stage before winter set in. The society is in the process of raising more funds for this project so that we can finish the interior. Our plan is to have heated museum storage in the basement and display the Powell Collection, within a Guiding and Outfitters Display, on the main floor.

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

Yours truly,

Elinor Morrissey,
Museum Manager/Curator

Ross Peck
President of the Hudson's Hope Historical
Society

D4



Budget and Income for 2015

	Jan 1, 2015 -Dec 31, 2015	
Revenue	Actual 2015	Budget 2015
Grant Income	78,499.17	92,000.00
Gift Shop Income	25,625.72	20,000.00
Fundraising Income	25,213.41	40,000.00
Bank	113.92	700.00
Total Revenue	129,452.22	152,700.00
Expenses	Actual 2015	Budget 2015
Personnel	72,828.28	79,700.00
Training/Conferences	813.90	4,500.00
Historical Society	611.25	950.00
Collections Management	243.21	11,000.00
Outreach	112.25	800.00
Museum/Grounds	2,039.55	3,000.00
Administration	11,571.75	9,050.00
Utilities	4,520.15	5,700.00
Gift Shop	10,224.25	8,000.00
Special Project	15,325.00	30,000.00
Total Expenses	118,289.59	152,700.00
Net Income	11,162.63	



Budget 2016

Revenue	Budget 2016
Grant Income	107,000.00
Gift Shop Income	20,000.00
Fundraising Income	20,000.00
Bank	700.00
Total Revenue	147,700.00
Expenses	Budget 2016
Personnel	81,700.00
Training/Conferences	4,500.00
Historical Society	950.00
Collections Management	11,000.00
Outreach	800.00
Museum/Grounds	3,000.00
Administration	10,050.00
Utilities	5,700.00
Gift Shop	10,000.00
Special Project	20,000.00
Total Expenses	147,700.00

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johansson and Council
SUBJECT: Associate Member Insurance
DATE: 4 March 2016
FROM: Dwylla Moraice Budalich, Deputy Clerk

RECOMMENDATION:

That: "Council rescind Resolution No. 019/16 which reads as follows: Council motion to allow the District of Hudson's Hope to sponsor the Recreation Society of Hudson's Hope as a n Associate Member for insurance expansion coverage"

INFORMATION:

At the Special Council Meeting on February 15, 2016 the motion was defeated to allow the District of Hudson's Hope to sponsor the Recreation Society of Hudson's Hope as an Associate Member for insurance expansion coverage.

RESOLUTION NO.019/16

M/S Councillors Quibell/Miller

THAT:

"Council motion to allow the District of Hudson's Hope to sponsor the Recreation Society of Hudson's Hope as an Associate Member for insurance expansion coverage."

DEFEATED

At the Special Council Meeting on February 22, 2016 for Financial Assistance Grant Applications reviews it was noted that a lot of the applicants were including insurance in their requests for financial assistance.

With that being said it was then motioned and carried to provide offer the Associate Member Insurance to all clubs, organizations and societies. This is for Liability insurance only. Clubs/organizations and societies would need to be responsible for all other insurance they may need to carry.

RESOLUTION NO.28/16

M/S Councillors Quibell/Beam

THAT:

"Council motion that the District of Hudson's Hope provide without bias and with consistency as per the policy of Associate Member Insurance to all clubs/organizations and societies that would qualify as an Associate Member for insurance expansion coverage."

CARRIED

Noted: Councillors Miller/Gilliss opposed.

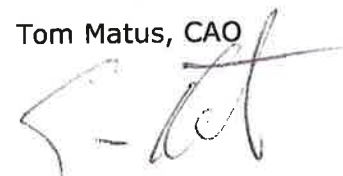
Reported prepared by:

Dwylla Moraice Budalich



Approved by:

Tom Matus, CAO



SRI

2016 CAPITAL FUND BUDGET WORKSHEET

GTF

GAS TAX FUND

REVENUE				
01-10-1003-4208	Community Works Fund Agreement (Gas-Tax): Bal @ Dec 31/14 =			
	\$300,850			
Already under-	GTF Interest			
GGS-grants	from Deferred Revenue for Lagoon Upgrade			
TOTAL GAS TAX Deferred REVENUE				
EXPENSE				
GAS TAX EXPENSE				
TOTAL GAS TAX EXPENSE				
TO/(FROM) GTF Deferred Revenue				

WATER CAPITAL WORKS, M&E RESERVE FUND

REVENUE				
04-80-4000-4601	from Water Capital Works, M&E Reserve Fund: (Balance @ Dec 31/14: \$925,767)	-37,000		
TOTAL WTR Capital/Reserve REVENUE			37,000	
EXPENSE				
04-80-4001-5706	WATER INFRASTRUCTURE CAPITAL			
	Beryl Prairie Well upgrade:	12,000		
	replace pump, replace piping in well, shock well			
	Hydrant and valve replacement and repairs 100k per year.	25,000		
	contract 3 valve replacements plus installation			
	5 @ \$1500	7500		
	5 installation @ \$3500	17500		
	Water meter installation: approx 80 meters to be installed			
	50 meters in stock; need to purchase at least 30 more			
	@ \$350 x 30 = \$10,500			
	\$82K remaining in prior budget			
TOTAL WTR Capital/Reserve Expense			37,000	
TO/(FROM) WATER CAPITAL FUND/RESERVES				

SEWER CAPITAL WORKS, M&E RESERVE FUND

REVENUE				
05-80-5000-4211	MFA: Borrowing Bylaw			
05-80-5000-4216	Lagoon BCF can fund 2/3 of total project: \$2,378,000	-1,585,333		
	from Gas Tax Fund	-210,796		
	from Deferred Revenue	-300,850		
05-80-5000-4602	From Sewer Capital Works M&E Bal @ Dec 31/14 =	-406,021		
TOTAL SWR FUND/RESERVE REVENUE			2,503,000	
EXPENSE				
05-80-5001-5703	MACHINERY & EQUIPMENT- CAPITAL		15,000	
	Tri pod man lift approved by council	5,000		
	AC pipe saw	4,000		
	valve exersisor	6,000		
05-80-5001-5707	Sewer Infrastructure, Piped Distribution:		110,000	
	Thompson Subdivision: Main to Mathcet residence	100,000		
	BPW - pump & pipe rplcmnt	10,000		
	Flygt 3153 Submerrrsible pumps:	23,000		
	Kendricks Lift Stn: 1 pump rebuild	6,000		
	electrical upgrade	5,000		
	Beattie Lift Stn: 2 pump rebuild @ \$6K	12,000		
	2 flow meter replacements @ \$3.5K	7,000		
	well structural repair			
05-80-5001-5708	Sewer Capital: Lagoon Upgrade		2,378,000	
	Prj. Super., Engineering, Construction			
TOTAL SWR FUND/RESERVE EXPENSE			2,503,000	
TO/(FROM) SWR FUND/RESERVE				1

GENERAL CAPITAL WORKS, M&E RESERVES FUNDS

REVENUE				
08-80-1100-4604	TRANS from General Fund (bal @ Dec31/14 = \$3,717,896)	4,633,800		
	Protective Servces Fund	140,500		
Total Capital Works & M&E Reserves Funds Revenue			4,774,300	

SR2

2016 CAPITAL FUND BUDGET WORKSHEET

EXPENSES			
08-80-1100-5009	CPP		
08-80-1100-5010	EI		
08-80-1100-5011	WCB		
08-80-1100-5012	MSPBC		
08-80-1100-5013	PCB Dental & EHC		
08-80-1100-5020	MPP		
08-80-1100-5711	Land		-
08-80-1100-5712	GGG: L&B		8,600
08-80-1100-5713	GGG: M&E		
	Copier Lease	8,600	
08-80-1100-5714	REC: L&B	Priority	25,000
	public washroom	25,000	
08-80-1100-5715	REC: M&E		107,700
	Playground up grade @ Camron Lake 40k	40,000	
	10 @ \$250 picnic tables	2,500	
	Zamboni -blade changer \$2800	0	
	Olympia \$69K (awtg \$30K NDLT grant)	55,200	
	2X Hotwater tanks 1 Arena 1 Pool @ 5k	10,000	
	ATV Campground: construction	0	
	swag + payroll		
08-80-1100-5716	DPW: B&L		2,210,500
	Light Industrial Zone	580,000	
L&B	Light Industrial (survey, appraiser, Arch study)	0	
	Land Purchase	180,000	
L&B	LI water service / sewer septic	150,000	
L&B	LI Access Road	100,000	
L&B	Land clearing/leveling	150,000	
LB	Shop Construction	1,860,500	
	Site Prep	100,000	
	Piping materials	50,000	
	BCH Electricity	100,000	
	Furniture	50,000	
	Geo Technical	10,000	
	Project Engineering	50,000	
	Building Insp.	500	
	Building materials & construction	1,500,000	
LB	Asphalting \$700k @: Beryl Prairie2016	350,000	
	Lynx Creek \$700k 2019. to do 1/2 @ year		
08-80-1100-5717	DPW: M&E		2,282,000
	Recycle / backup Garbage Truck	140,000	
	Cemetery: power shed & pump house & irrigation	50,000	
	3x fire hydrants and valves total 15000.	15,000	
ME	Land fill oil containment to shop	35,000	
	1 Pick-ups @ \$40k (dispose of toyota)	40,000	
	Power Lift Tail-gate (Pick-up) 4500	4,500	
	Loader (new \$195K w/ bucket, fork: snowblade?)	195,000	
	40' Genie lift (used) 35k	35,000	
	Tools and shop equipment 100k	100,000	
	Hydraulic Bin 6,500	6,500	
	Bobcat & Attachments 80k	80,000	
	3,000 gallon tank water for cemetery	3,000	
	equipment rental: belly dump \$10k to O&M	10,000	
	Vac Truck \$350K - 2017		
	Lawn Mowers 40k trade in old mowers	40,000	
	Public Washrooms (\$25K no flush) \$70k flush type	25,000	
	EK35 - \$200K - 2017: treat as asset	0	
	Noxious weed spraying equipment	3,000	
	Photo-voltaic Solar Array	1,500,000	
08-80-1100-5718	PROTECTIVE SERVICES: L&B		140,500
08-80-1100-5719	PROTECTIVE SERVICES: M & E		
	Wildland fire fighting utility vehicle 37k	37,000	
	Replacement Command Vehicle SUV	55,000	
	Dry Hydrant Installation BP and Lynx Creek Cisterns 3.5k	3,500	
	3 Handheld radios 6k	6,000	
	Respirator Fit Testing equipment: (from DPW O&M)	17,000	
	share costs with DPW M&E Capital		
	Bunker gear 12k	12,000	
	Amkus rescue system	10,000	
	Total Capital Works & M&E Reserves Funds EXPENSE		4,774,300

TO/(FROM) CAPITAL FUNDS/RESERVES Balance

Total Fund & Reserve Revenues

7,314,300

Total Fund & Reserve Expenses

- 7,314,300

Total Fund & Reserve Balance at Dec 31/15:

1



SURESPAN

POST-TENSIONING STRAND REHABILITATION
HUDSON'S HOPE BRIDGE No. 2169
MOTI PROJECT No. 37225-0000
HWY 29, SOUTH OF HUDSON HOPE, BC

Email transmittal

To: **Stakeholders**

Via email

From: **Surespan Construction Ltd.**

Date: **March 1, 2016**

Re: **Construction Start Date**

Pages: **1**

☒ Urgent

☐ For review

☐ Please
Comment

☐ Please reply

☐ Please recycle

To whom it may concern,

Please be advised that construction on the Hudson Hope Bridge is scheduled to start on **March 10th, 2016**. The bridge will be restricted to single lane alternating traffic for the duration of the work which is expected to take approximately 2 months. The posted speed limit will be **30km/h** through the construction zone.

During this time the lane width on the bridge will be **restricted to 3.6 meters (11' 9")** for the duration of construction. There will be no height restrictions imposed.

Please note that it will be necessary to close the bridge completely to traffic for 20 minute intervals during different phases of construction. Surespan will do its utmost to limit the amount of disruption to traffic and would like to thank you in advance for your cooperation and patience.

For further information required please email info@surespan.com or call (604) 998-1133.

Sincerely,

Surespan Construction Ltd.

cl