



## **DISTRICT OF HUDSON'S HOPE**

### **Strategic Planning AGENDA**

Council Chambers

Saturday December 8<sup>th</sup>, 2018 at 9:00 AM

- 1. Call to Order:**
- 2. Delegations:**
- 3. Notice of New Business:**
  - Mayor's List
  - Councillors Additions
  - CAO's Additions
- 4. Adoption of Agenda by Consensus:**
- 5. Declaration of Conflict of Interest:**
- 6. Adoption of Minutes:**
- 7. Business Arising From the Minutes:**
- 8. Public Hearing:**
- 9. Staff Reports:**
- 10. Committee Meeting Reports:**
- 11. Bylaws:**
  - B1 Property Tax Exemption Bylaw
- 12. Strategic Planning**
- 13. Adjournment**

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# REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: 2018-11-30</b>
<b>Meeting#: scm.12.05.18</b>	<b>Originator: T. McKeown</b>
<b>RFD TITLE: Property Tax Exemption Bylaw</b>	

## BACKGROUND:

At the November 26, 2018 meeting Council approved First, Second and Third Reading of Bylaw 901. After the meeting, staff was informed that there had been the following errors in the bylaw:

- Legal name of Hudson's Hope Evangelical Free Church has been changed to Hudson's Hope Bible Fellowship.
- The property under the PID 013-680-196 is no longer owned by the Church.
- Peace Valley Community Church has been dissolved and the properties identified under PIDs 012-377-660 and 012-377-821 are now titled to Hudson's Hope Bible Fellowship.

The church has also requested that PID 013-667-196 be included in the permissive exemptions. The Deputy Treasurer has stated that a previous application for exemption of this property had been denied by the Ministry.

The Bylaw had also stated 'on or before October 31', based on the information provided by the Manager of Property Assessment Services this is not a stipulation in Section 224 of the Community Charter so should be removed from the Bylaw.

The correct information was included on the Notice of Permissive Tax Exemptions.

Section 224 of the Community Charter stipulates that Council by bylaw may exempt land or improvements from taxation for a period up to 10 years.

The following tax exemptions may be provided under section 224(2):

(a) land or improvements that

- (i) are owned or held by a charitable, philanthropic or other not for profit corporation, and
- (ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;

(b) land or improvements that

- (i) are owned or held by a municipality, regional district or other local authority, and
- (ii) the council considers are used for a purpose of the local authority;

(c) land or improvements that the council considers would otherwise qualify for exemption under section 220 [general statutory exemptions] were it not for a secondary use;

(d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if

- (i) the land or improvements are owned by a public authority or local authority, and
  - (ii) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;
- (e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if
- (i) the land or improvements are owned by a person who is providing a municipal service under a partnering agreement,
  - (ii) an exemption under section 225 [partnering and other special tax exemption authority] would be available for the land or improvements in relation to the partnering agreement if they were used in relation to the service,
  - (iii) the partnering agreement expressly contemplates that the council may provide an exemption under this provision, and
  - (iv) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;
- (f) in relation to property that is exempt under section 220 (1) (h) [buildings for public worship],
- (i) an area of land surrounding the exempt building,
  - (ii) a hall that the council considers is necessary to the exempt building and the land on which the hall stands, and
  - (iii) an area of land surrounding a hall that is exempt under subparagraph (ii);
- (g) land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied;
- (h) in relation to property that is exempt under section 220 (1) (i) [seniors' homes] or (j) [hospitals], any area of land surrounding the exempt building;
- (h.1) in relation to land or improvements, or both, exempt under section 220 (1) (l) [independent schools], any area of land surrounding the exempt land or improvements;
- (i) land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes;
- (j) land or improvements owned or held by a person or organization and operated as a private hospital licensed under the Hospital Act or as a licensed community care facility, or registered assisted living residence, under the Community Care and Assisted Living Act;

(k) land or improvements for which a grant has been made, after March 31, 1974, under the Housing Construction (Elderly Citizens) Act before its repeal.

## **DISCUSSION:**

The District of Hudson's Hope Property Exemption Bylaw 754, 2008 expired in October of 2018. The Corporate Officer contacted BC Property Assessment Services and was informed by Brian Currie, Manager- Property Assessment Services that as long as the new Bylaw is adopted and forwarded to the Ministry before December 31, 2018 the Bylaw will be accepted and the properties will be exempted.

A notice of Permissive Tax Exemptions must be posted prior to adoption of this bylaw.

Notice of permissive tax exemptions

227 (1) A council must give notice of a proposed bylaw under this Division in accordance with section 94 [public notice].

Requirements for public notice

94 (1) If this section applies, the applicable notice must be

(a) posted in the public notice posting places, and

(b) published in accordance with this section.

(2) Subject to subsection (4), publication under subsection (1) (b)

(a) must be in a newspaper that is distributed at least weekly

(i) in the area affected by the subject matter of the notice, and

(ii) if the area affected is not in the municipality, also in the municipality, and

(b) unless otherwise provided, must be once each week for 2 consecutive weeks.

(3) The obligation under subsection (2) may be met by publication of the notice in more than one newspaper, if this is in accordance with that subsection when the publications are considered together.

(4) If publication under subsection (2) is not practicable, the notice may be given in the areas by alternative means as long as the notice

(a) is given within the same time period as required for publication,

(b) is given with the same frequency as required for publication, and

(c) provides notice that the council considers is reasonably equivalent to that which would be provided by newspaper publication if it were practicable.

- (5) As an exception, subsection (4) (b) does not apply in relation to an area if the alternative means is by individual distribution to the persons resident in the area.
- (6) If the same matter is subject to 2 or more requirements for publication in accordance with this section, the notices may be combined so long as the requirements of all applicable provisions are met.
- (7) A council may provide any additional notice respecting a matter that it considers appropriate, including by the Internet or other electronic means.

**ADMINISTRATOR COMMENTS:**

  
Chris Cvik, Interim CAO

**BUDGET:**

n/a

**RECOMMENDATION / RESOLUTION:**

That Council:

“Rescind Third Reading of the District of Hudson’s Hope’s ‘Property Tax Exemption Bylaw 901, 2018 approved on November 26, 2018”

And That

“Council approve Third Reading of the District of Hudson’s Hope’s ‘Property Tax Exemption Bylaw 901 as amended.”

  
Tammy McKeown, Corporate Officer

## DISTRICT OF HUDSON'S HOPE

### Bylaw No. 901, 2018

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A bylaw to exempt certain properties from taxation.

**WHEREAS** in any year, the Council may by bylaw, exempt land or improvements, or both, referred to in section 224 of the *Community Charter* (the "Charter"), from taxation under section 197 (1)(a) of the Charter for a maximum of 10 calendar years;

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

1. This Bylaw may be cited as "Property Tax Exemption Bylaw No. 901, 2018".
2. Pursuant to section 224 (2) of the Charter, the whole of the taxable assessed value of the land and improvements of the following real properties shall be exempt from taxation under section 197 (1)(a) of the Charter for the calendar years 2019 to and including 2029
  - (a) Lot 1, Section 19, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 19094 (Parcel Identifier: 004-341-210; BCAA Folio 01035.000), used principally as a community recreational grounds and commonly referred to as the Gary Powell Memorial Hall and the Rodeo Grounds;
  - (b) all of the land surrounding the building owned by the Hudson's Hope Bible Fellowship Baptist Church, legally described as Lots 1 and 2, Block 2, Plan 12607, Part of the NE¼ of Section 13, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District (Parcel Identifiers: 012-377-660 and 012-377-821; BCAA Folios: 04303.000 and 04304.000), used as a place of worship and as a community youth drop-in centre;
  - (c) Lot 1, Section 24, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 32144 (Parcel Identifier: 006-969-569; BCAA Folio 04955.000), used principally as a community riding arena and commonly referred to as The Guelly Pavilion;
  - (d) Lot 2 except Plan 33250, District Lot 420, Caribou District situate within Peace River District, Plan 20207 (Parcel Identifier: 008-430-446, Folio: 40420.010) and Lot 1, District Lot 420, Caribou District situate within Peace River District, Plan 21846 (Parcel Identifier: 009-215-166; BCAA Folio: 40420.020), registered to the Hudson's Hope Historical Society (Inc. #7697), used as a museum and commonly referred to as the Hudson's Hope Museum;

- (e) Lot A, Section 19, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 2031 (Parcel Identifier: 011-340-568; BCAA Folio: 01655.000), registered to Helen Rand Ruxton and dedicated as a memorial to a pioneer family;
  - (f) Part E½ of NE¼, District Lot 1090, Peace River Land District and Part W½ of NW¼, District Lot 1091, Peace River Land District, except 88' strip (no parcel identifier; BCAA Folios 41090.010 and 41091.010), registered in the name of Hudson's Hope Rod & Gun Club.
  - (g) all of the land surrounding the building commonly referred to as the Hudson's Hope Bible Fellowship Baptist Church, legally described as Parcel B, Block 1, Plan PGP4115, Section 18, Township 81, Range 25, Meridian W6, Peace River Land District (Parcel Identifier: 018-157-319, BCAA Folio: 00569.100) registered in the name of the Hudson's Hope Bible Fellowship Baptist Church (Document Numbers: 881039963);
  - (h) all of the land surrounding the building commonly referred to as St. Peter's Church and the attached parish hall, legally described as Lot A, District Lot 420, Plan 33250, Part of the NW¼ of Section 18, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District (Parcel Identifier: 011-916-354; BCAA Folio: 40420.040), registered in the name of The Anglican Synod of the Diocese of Caledonia; and
  - (i) all of the land surrounding the building commonly referred to as the Hudson's Hope Health Centre, legally described as Lot 2, Section 13, Township 81, Range 26, West of the 6<sup>th</sup> Meridian, Peace River District, Plan PGP39983 (Parcel Identifier: 023-424-141; BCAA Folio: 17101.510).
3. Pursuant to section 224 (2) of the Charter, the whole of the taxable assessed value of the improvements of the following real properties shall be exempt from taxation under section 197 (1)(a) of the Charter for the calendar years 2019 to and including 2029:
- (a) improvements located on Lots 9, 10, 11, 17, 18 and 19, Block 2, Section 18, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 4115 (Parcel Identifiers: 013-680-013 and 013-680-030; BCAA Folio 00594.000), used principally as a community curling facility and commonly referred to as the Bullhead Mountain Curling Club; and

- (b) improvements located on Lots 9, 10 and 11, Block 2, Section 18, Township 81, Range 25, West of the 6<sup>th</sup> Meridian, Peace River District, Plan 4115 (Parcel Identifier: 013-023-519; BCAA Folio 00586.000), used principally as a community hall and commonly referred to as the Hudson's Hope Community Hall.
4. Pursuant to section 224(2) of the Charter, the whole of the taxable assessed value of the land and improvements of the following real properties shall be exempt from taxation under section 197 (1)(a) of the Charter for the calendar years 2019 to and including 2029.
- (a) Peace River Land District, all that unsurveyed Crown Land adjacent to DL 1027 together with those parts of DL 1026 and DL 1027 purpose of commercial alpine ski hill and recreation area (no parcel identifier; BCAA Folio 41027.100), registered in the name of Hudson's Hope Ski Association.
5. Tax Exemption Bylaw No. 754, 2008 is repealed.

Read for a First Time on the 26th day of November, 2018.

Read for a Second Time on the day 26th of November, 2018.

Read for a Third Time on the day of , 2018.

Adopted on the day of , 2018.

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**Dave Heiberg,**  
Mayor

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**Tammy McKeown**  
Corporate Officer

Certified a true copy of Bylaw No. 901,  
2018 this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

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Clerk



## Strategic Planning 2019 -Priorities

### **STAFF PRIORITIES**

#### **Asset Management Plan**

- infrastructure concerns
- pool upgrades
- Beattie Lift station
- utilization of SmartTools
- long term (10yr) capital plan
- Community Hall

#### **Development of light industrial site/ Lucas Subdivision**

- marketing plan
- development of industrial lots
- completion of Lucas subdivision deficiencies etc

#### **Develop strategies/ incentives to attract new residents**

- Housing incentive program
- senior housing

#### **Personnel**

- Succession Planning

#### **waste reduction strategies and initiatives**

- Develop waste reduction strategy, 3 year implementation
- pilot initiatives in waste reduction

#### **Community services structure**

Recreation, facility management, event planning

### **Council Priorities**

#### **Asset Management Plan**

- Establishing a preventative maintenance program
- Develop a capital plan
- process to monitor capital projects
- Community Hall

#### **Development of light industrial site/ Lucas Subdivision**

- marketing plan
- development of industrial lots (card lock)
- completion of Lucas subdivision deficiencies etc

#### **Community services structure**

- skate park relocation and upgrades

## **Strategic Planning 2019 -Priorities**

- ATV campsite @ Peace Canyon/Dinosaur Lake
- Youth/Family involvement

### **Promotion/Tourism “Green Hudson’s Hope”**

- self guided tours of solar installations
- Expansion of signage to capitalize on the construction of the berm
- District website upgrade
- Tourism partnerships development (do the LOOP –Hudson’s Hope, FSJ, DC and Chetwynd); shared vision of services available; DC green initiatives

### **SITE C**

- Hydro assistance for businesses
- boat ramp at Halfway River

### **OCP and ISCP-update**

**Top (3) three priorities of Council during their four (4) year term (2018 – 2022).**

**1. Waste reduction:**

- a. Develop waste reduction strategy in 2019, and work during the next 3 years in implementation.
- b. Take some pilot initiatives on waste reduction,

**2. Asset Management Plan:**

- a. Use SmartTools for complete Asset Management from knowing what we have, what are the condition, and what would be the cost to manage those, and plan and implement accordingly. Prepare long term (10 years) Capital Plan.
- b. Plan and implement Road Management Plan with associated underground utilities, if required.

**3. Availability of lot:**

- a. District to develop strategies for residential lot availability; both public and private.
- b. Establish Housing incentive program for infill lots.
- c. Plan and Implement Light Industrial Subdivision, including marketing.

**From:** [Travous Quibell](#)  
**To:** [Chris Cvik](#)  
**Cc:** [Tammy McKeown](#)  
**Subject:** Council Strategic Priorities  
**Date:** Monday, November 05, 2018 6:12:58 PM

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My Priorities for this term are:

1. New Community Hall
2. Re-location and upgrading of the skate-park and expansion of scope of use
3. Revisiting of the ATV Campsite @ PCN / Dinosaur (we have a management plan for an identified parcel, next move is ours) with intent to operate as such

I may have more things, but most would be considered minor. These are the capital intense ones.

Councillor Quibell

**From:** [Chris Cvik](#)  
**To:** [Tammy McKeown](#)  
**Cc:** [Dave Heiberg](#)  
**Subject:** FW: Strategic Planning Session With New Council.docx  
**Date:** Wednesday, November 07, 2018 6:58:45 AM  
**Attachments:** [Strategic Planning Session With New Council.docx](#)

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My top three are:

1. Completion of Lucas/Atkinson subdivision work (drainage plan, landscaping, any remaining deficiencies).
2. Development of the Light Industrial Park (goal is to have at least one tenant in the developed park within the next four years)
3. Beattie Lift Station upgrade

Others

1. Address infrastructure concerns i.e., valve replacements, culvert and drainage issues, road repair and paving
2. Upgrades to the pool
3. Succession Planning

**Chris Cvik, Interim CAO**

District of Hudson's Hope  
Cell: 250-783-0942

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**From:** Chris Cvik  
**Sent:** November 6, 2018 4:24 PM  
**To:** Kaitlyn Atkinson <sec@hudsonshope.ca>; Bob Norton <bob@hudsonshope.ca>; Tammy McKeown <clerk@hudsonshope.ca>; Ed Reschke <ed@hudsonshope.ca>  
**Subject:** Strategic Planning Session With New Council.docx

We are holding a strategic planning session with the new council on Saturday, December 8<sup>th</sup>. I would like senior staff to attend if you are available. Ed, can you please attend representing public works. I will also invite Mokles as he will be here by then, but will not have the background yet.

What I would like from each of you is to write down what are the top (3) three priorities you feel Council should focus on during their four (4) year term (2018 – 2022). The 'staff list' will be compiled but shown separately from the Council list. You do not have to include your name as the information will be grouped together with other staff comments. Please have your list sent to Tammy by November 17<sup>th</sup>. She will compile all of the results (one list showing Council proposed priorities and the list from Staff) and send out the compiled list back out by November 24<sup>th</sup>. This will allow you and Council to review the initiatives prior to the planned Strategic Planning Session on

Saturday, December 8, 2018.

Lunch will be provided on the 8<sup>th</sup> for the session.

Please see me if you have any questions.

Chris

**From:** [Mattias Gibbs](#)  
**To:** [Tammy McKeown](#)  
**Subject:** My Priorities  
**Date:** Tuesday, November 06, 2018 9:10:42 PM

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Hi Tammy,

For the Strategic planning meeting my top priorities are:

1. Establishing a preventative maintenance program for all the district's assets
2. Develop a capital plan
3. Establish a process for monitoring capital projects.

Thanks

**From:** [Valerie Paice](#)  
**To:** [Tammy McKeown](#)  
**Subject:** Priorities  
**Date:** Friday, November 23, 2018 9:24:39 AM

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Tammy-my top 3 priorities would be ....1.light industry.....2.infrastructure.....3.more youth /family involvement within the community



**From:** [Dave Heiberg](#)  
**To:** [Tammy McKeown](#)  
**Cc:** [Chris Cvik](#)  
**Date:** Saturday, November 10, 2018 3:20:28 PM

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Top Three over the next four years.

1. Beattie lift station and associated Public Works valve replacement program.
2. Lucas Subdivision. Complete landscaping, drainage plan, develop marketing strategy.
3. Light Industrial Park. Infrastructure analysis and development plan. Also includes a marketing strategy.

With the understanding that our Senior Managers Operation and Maintenance programs will be supported.

Dave

Sent from my iPhone

**From:** [Kaitlyn Atkinson](#)  
**To:** [Tammy McKeown](#)  
**Subject:** RE: Strategic Planning Session With New Council.docx  
**Date:** Tuesday, November 13, 2018 4:23:23 PM

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Hi Tammy,

Priorities from me:

1. New community center. New building to include a walking track, multipurpose hall space, kitchen, classroom/ meeting room, storage, a children's indoor play structure and office area.
2. Plan for facility end of life. Our Arena is 40 years old, the curling rink is minimally used and expensive to operate. The pool is also expensive, used seasonally and will require costly upgrades. Where do we go from here with these facilities?
3. Revisit how we structure community services, i.e recreation, facility management, and event planning. Look into similar sized northern communities for position number, type, and job descriptions.

Thank you,

**Kaitlyn Atkinson**  
**Recreation and Special Event Coordinator**



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**From:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Sent:** Tuesday, November 06, 2018 4:24 PM  
**To:** Kaitlyn Atkinson <[sec@hudsonshope.ca](mailto:sec@hudsonshope.ca)>; Bob Norton <[bob@hudsonshope.ca](mailto:bob@hudsonshope.ca)>; Tammy McKeown <[clerk@hudsonshope.ca](mailto:clerk@hudsonshope.ca)>; Ed Reschke <[ed@hudsonshope.ca](mailto:ed@hudsonshope.ca)>  
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Lunch will be provided on the 8<sup>th</sup> for the session.

Please see me if you have any questions.

Chris

**From:** [Leigh Summer](#)  
**To:** [Tammy McKeown](#)  
**Subject:** Strategic Planning  
**Date:** Wednesday, November 21, 2018 9:58:10 AM

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Tammy,

Very briefly my three too Strategic Planning thoughts would be:

1. Push Hydro to help businesses in Hudson's Hope weather the real and physical effects of Site C since we are the only community "directly" impacted.
2. Look for ways to help get a fuel card lock near town to help businesses access fuel around the clock. This would help facilitate business ventures in town.
3. Push for a boat ramp at the Halfway River to maintain access for river boaters on the Halfway after Site C floods the valley.

Leigh Summer

## **COMM Hall**

Tied to the Solar Initiative: Increase funding to full \$75,000 of projected (advertised) BC Hydro savings to COMM replacement fund (up from \$30k/yr)

Secure input, shelf ready plans and funding for a replacement within next 5 years

## **Industrial Park**

Can be tied to the next item development and fleshing out of Promotion/Trade  
Would like to see costs/arrangements explored

## **Promotion/Tourism "Green Hudson's Hope"**

1. Our Solar installation could have a Self guided walking tour of:

- Solar panels on Municipal and district buildings
- Hydronic panel system on swimming pool,
- Charging station at DOHH
- tied into the visual display (monitors) at public sites to see actuals numbers  
le: (Pool, Info Centre, DoHH office)

2. Expansion of signage to capitalise on the building of the berm at museum (as in our OCP or ISCP) a lookout above to watch berm construction. This could be as easy as a few picnic tables or as elaborate as we can get...

3. DoHH website upgrade including

- a general refresh
- staff input (office staff, Becky et al) for wants and needs
- Image database organization and tagging

Example: BC Hydro is planning on developing the boat launch: if we could get the public to supply us with photos of just how busy the Dinosaur and Williston Lake it would help discussions now, and promotions later....problem is our data base is not sorted well. (Dawson Creek just hired this out to a private firm – don't think we have that need...)

Tourism partnerships existing:

Development potential:

- Do the "LOOP" - Hudson's Hope, Fort St. John, Dawson Creek and Chetwynd.
- Shared vision of services available, accomodation and activities across region.  
ISCP pg. 88
- DC green initiatives – tied to solar / FSJ green initiatives

–**Existing:**

- Poker Run
- Classic Cruisers / FSJ & DC
- We have the BCH dams as a draw

Update our **OCP** and **ISCP** (2013) to reflect recent changes / pressure