

MINUTES OF A COMMITTEE OF THE WHOLE MEETING

Monday, November 25, 2024
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

Council Members Present: Mayor Victor Smith
Councillor Angela Skoglund
Councillor Scott Medlock
Councillor Heather Stewin
Councillor Dusty Smith

Council Members Absent: Councillor Pauline Newbigging
Councillor Zachary Wells

Staff Present: John Fortoloczky, Chief Administrative Officer
Kevin Dicken, Director of Operations/Deputy CAO
Donna Bellingham, Director of Corporate Services
Mike Olson, Director of Finance
Branden Morgan, Deputy Corporate Officer

Others Present: 1 member of the Public

1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:25 p.m.

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the November 25, 2024 Committee of the Whole Meeting Agenda be adopted, as presented. **CARRIED.**

3. ADOPTION OF MINUTES

(a) Committee of the Whole

Moved / Seconded

THAT the Minutes of the Committee of the Whole Meeting held November 12, 2024, be adopted, as presented. **CARRIED.**

(b) Committee of the Whole

Moved / Seconded

THAT the Minutes of the Committee of the Whole Meeting held November 13, 2024, be adopted, as presented. **CARRIED.**

4. OTHER PERTINENT BUSINESS

(a) DRAFT 2025-2029 Financial Plan Changes

The Director of Finance presented a report to Council regarding changes to the 2025-2029 Financial Plan. He noted that any items highlighted in blue pertain to adjustments, and those highlighted in pink pertain to a reallocation of wages. In his presentation, the following items were discussed:

- Reserves
 - The Infrastructure Reserve has been adjusted to bring the minimum allocation over the five-year period to 6.47%
 - The Public Works Equipment Reserve allocation has been increased to a minimum of \$500,000 for the next five years
- General Government
 - Municipal Office Contracts have been increased to include duct work to connect District Hall basement offices and file room to roof-top unit #4
 - Information Technology Supplies has been increased for 2026-2029 to reflect increased equipment and supply costs
 - Information Technology COVID Restart Projects has been increased to accommodate laptop upgrades for the Finance Department, with existing devices being redistributed to other staff
 - Fort Street Building Contracts has been decreased to reflect the lower of amount of work needed following extensive work performed in 2022
- Protective Services
 - Fire Administration – Communications has been increased to accommodate a mobile device refresh involving the purchase of two devices, mounting hardware, and a 5-year warranty for Fire Department vehicle fleet
 - Fire Administration – Memberships and Subscriptions has decreased to reflect lower projected costs for 2025
 - Fire Fleet – Repairs and Maintenance has increased to allow for the installation of a HAAS Alert Safety System for Engine #1
- Public Works
 - Public Works Administration – Communications has increased to accommodate the addition of seven cell phones for the Public Works team to enable better communication, access to information in the field, and the completion of important safety documentation

- Public Works Administration – Clothing Allowances has increased to accommodate additional costs of required employee clothing
- Public Works Administration – Contracts has increased to reflect a higher level of contract work in the past three years
- Roads – Training/Travel/Conferences has increased due to allocation of training for roads, as part of a more robust training program for equipment operators
- Waste Management
 - Town Garbage Containers – Contracts has been decreased as District staff will now be undertaking the collection of street garbage containers

Council inquired as to whether the decrease in the waste collection contract costs will be offset by an increase in staff costs. The Director of Finance advised that there will be no increase in staff complement to complete the work and that the District will see an overall net decrease of \$77,900 in collection costs over the next five years.

- Wood Carvings
 - Wood Carvings – Contracts has been increased to \$30,000 as proposed by Council to allow for greater upkeep of wood carvings
- Water Fund
 - Transmission and Distribution and Wells and Pumping Supplies has increased to reflect an increase in costs
 - Transfer to Reserve has increased to reflect expected expenses for 2025
- Sewer Fund
 - Sewer Fees have been increased to ensure that transfer to reserves over the next five years is consistent with the five-year plan
 - PCC – Materials/Supplies/Freight has been increased to reflect rising costs
- Time-Durated Employees
 - The wage allocation has been reduced by \$30,000 throughout the budget due to an adjustment in the calculation of wages
- RCMP
 - RCMP Fund draw for 2026-2027 has been reduced to smooth the impact on taxes over the entire five year period
- Overall Impact
 - The impact of the above changes is a 3.64% property tax rate as

opposed to the previously proposed 2.98% property tax rate

- The changes above account for a \$55,550 increase in 2025 operating expenditure and a decrease of \$2,050 in funds allocated to reserves
- Water Fund expenditures have increased by \$11,250 in 2025 and do not impact the proposed water fees
- Sewer Fund expenditures have increased by \$24,250 in 2025 and do not impact the proposed sewer fees

The CAO noted that the next step of the budget process will be public consultation, which is advertised for December 2nd at District Hall Council Chambers.

5. QUESTION PERIOD

6. CLOSE

Moved / Seconded

THAT the November 25, 2024 Committee of the Whole Meeting adjourn at 7:38 p.m. **CARRIED.**

Certified a true and correct copy of the Minutes of the Committee of the Whole meeting held on November 25, 2024 in Council Chambers of the District of Hope, British Columbia.

Original Signed by Victor Smith
Mayor

Original Signed by Donna Bellingham
Director of Corporate Services