

MINUTES OF A COMMITTEE OF THE WHOLE MEETING

Wednesday, October 29, 2025
Council Chambers, District of Hope Municipal Office
325 Wallace Street, Hope, British Columbia

Council Members Present: Mayor Victor Smith
Councillor Bonny Graham
Councillor Scott Medlock
Councillor Pauline Newbigging
Councillor Angela Skoglund
Councillor Dusty Smith

Council Members Absent: Councillor Heather Stewin

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
Thomas Cameron, Fire Chief
Branden Morgan, Deputy Director of Corporate Services
Linda Goglin, Deputy Director of Finance
Danielle Laporte, Communications/IT

1. CALL TO ORDER

Mayor Smith called the meeting to order at 7:00 p.m.

2. APPROVAL OF AGENDA

Moved / Seconded

THAT the October 29, 2025 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 September 8, 2025,
be adopted, as presented. **CARRIED.**

4. OTHER PERTINENT BUSINESS

(a) Review of the DRAFT 2026-2030 Capital Budget

The Director of Finance provided a brief overview of the agenda for the Capital Budget review noting that it will include a current year budget to actual, total project costs for 2026, and a 2026-2030 five-year capital forecast.

- Budget to Actual
 - Shows the various states of completion for current capital projects
 - The budget to actual comparison includes any revisions made by Council resolution during the year
- 2026 Capital Plan Highlights
 - Water at 51% and Stormwater at 17% are a large portion of the 2026 Capital Program Allocations
 - 2026 Capital Program Funding is provided primarily by grants at 41%, long-term borrowing at 27% and Growing Communities Reserve at 11%
- Structure Protection Trailer/Equipment
 - The Structure Protection Trailer/Equipment project will now be completed over a four-year timeline
- Vehicle Additions
 - Replacement of 2012 CAT Backhoe
 - Replacement of 2006 Chevrolet 1500
 - Replacement of 2011 GMC 2500
 - Funded by the Vehicle Reserve
- Coquihalla Campground
 - Replacement of 20 picnic tables
 - Design and planning for paving the campground entrance and sani-dump area
 - Funded by the Coquihalla Campground Reserve

The Director of Operations noted that 16% of the Operator revenue to the District is put into the reserve to reinvest into the site. Council inquired as to whether there are any plans to expand the sani-dump access area to prevent traffic backups on Kawkawa Lake Road. The Director of Operations advised that staff could consider creating a queuing area and will work with the campground operator to ensure that the design is an improvement. He added that the sani-dump is currently offered as a free service which is not common in other municipalities.

- District Hall HVAC
 - Reconnection of ducting for basement offices from RTU #4
 - Funded by Current Revenue

- Art Machine Roof Replacement
 - Roofing layer replacement due to periodic water staining from condensation
 - Funded by Current Revenue

Council inquired as to whether the District owns the Art Machine building. The Director of Operations advised that the Hope and District Arts Council acquired the building through grant funding and later transferred ownership to the District.

- Memorial Park Washroom Upgrade
 - Conversion of Memorial Park Washroom toilets and fixtures to no-touch operation to replace old and difficult to use equipment
 - Funded by Current Revenue
- Transfer Station Upgrades
 - Replacement of 60m² of degraded concrete surface
 - Repairs to gravel road
 - Dismantle and rebuild leaning lock block wall
 - Replace unsafe wooden staircase with new steel staircase
 - Funded by the Infrastructure Reserve
- Coquihalla Elementary Safety Improvements
 - Several improvements to increase accessibility and safety around the school as identified in the ICBC funded *In-Service Safety Review*
 - Costs will be shared with Coquihalla Elementary School where applicable
 - Funded by the ICBC Road Safety Grant
- Fire Extrication Tools
 - V-Struts and Auto Crib
 - Funded by the Fire Reserve
- Fire – SCBA Upgrade/Replacement
 - Replace two Self Contained Breathing Apparatus and purchase six 4500psi spare carbon-fiber cylinders
 - Funded by the Fire Reserve
- Fire – Storage Structure Project – Hall 3
 - Provide space for equipment growth and storage of the structure protection trailer, pallet racking, extra gear, excess hose, and other equipment
 - Fence a portion of the property at the back of Fire Hall 3
 - In 2026, land clearing and installation of services will take place
 - Funded by the Fire Reserve

- Fire – Washer and Dryer
 - Purchase of a washer and dryer that meets the requirements of NFPA 1851: Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting
 - Funded by Grants (\$30,000) and the Fire Reserve (\$10,000)

The Fire Chief noted that the washer and dryer would be used to clean breathing apparatus, backpacks, ropes, structural fire gear, and other smaller equipment, and would consist of an industrial or commercial type washer and a drying cabinet. Council inquired as to whether turnout gear that needs to be cleaned is currently being done externally. The Fire Chief advised that they are currently using a household washer and dryer that does not meet standards, which results in some equipment being sent out for cleaning. He added that laundering and inspection of turnout gear costs approximately \$350.00-\$500.00.

- Sewer – SCADA
 - Integration of sewer infrastructure into the Supervisory Control and Data Acquisition system to enhance monitoring, data accuracy, and operational efficiency
 - Funded by Current Revenue from collected sewer fees
- Confined Space Rescue Team Equipment
 - Equip the Hope Fire Department to conduct rescue team duties as required by WorkSafeBC for confined space entry by Operations staff
 - Standby confined space rescue is currently provided by contractors which is expensive and not always available in emergent situations
 - Funded by Current Revenue
- Water – Equipment Tools
 - SCADA improvements to keep technology current
 - New Meter Reading Software to replace current outdated and unsupported software
 - A spare pump for Well #10, which is the only pump supplying water to the Zone 138 system, is required to replace the one used after a failure this year
 - Funded by Current Revenue

Council inquired as to the reason for \$19 million being budgeted for road work in 2030. The Director of Operations advised that there are heavy construction needs currently planned for 2030 due to a backlog of projects but noted that these will be balanced and spread out over multiple years. He added that the advent of new staff will help to refine the planning process. Council inquired about the cost for the Gardner Drive completion project being lower than originally budgeted. The Director of Operations advised that the tender came in far lower than anticipated at \$240,000 but noted that paving is unlikely to be completed this year due to weather.

Council noted that they have concerns regarding the availability of future grant opportunities from the Province. The Director of Operations advised that the District has been successful in securing grants with several projects in the 2026 budget funded by grants and noted that proper asset management will be crucial in the success of applications moving forward. The Director of Finance added that there is less certainty of grant funding as the budget goes further out, and that the budget consequently includes a lower percentage of grant funding and uses funding from other sources such as accumulated surplus.

Council inquired about the \$2 million that is budgeted for Long Term Borrowing in 2030. The Director of Finance advised that this borrowing would be related to Pollution Control Center work. Council inquired as to the reason for budgeting only \$5,000 for work related to roads. The Director of Operations advised that this portion of the budget is for surveying costs on specific projects, which occur at the beginning of the four-year road works cycle to inform further planning and accurate budgeting.

The current overall capital budget summary for the next five years is as follows:

2026 - \$6,623,500
2027 - \$7,750,000
2028 - \$7,710,000
2029 - \$4,405,000
2030 - \$25,110,000

5. QUESTION PERIOD

There were no questions from the public.

6. CLOSE

Moved / Seconded

THAT the October 29, 2025 Committee of the Whole Meeting adjourn at 8:02 p.m.

CARRIED.

Certified a true and correct copy of the Minutes of the Committee of the Whole meeting held on October 29, 2025 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