



## **COMMITTEE OF THE WHOLE AGENDA**

**March 16, 2016 at 6:30 pm  
Council Chambers  
325 Wallace Street, Hope, BC**

### **1. CALL TO ORDER**

For those in attendance at District of Hope Open Council Meetings and Public Hearings, please be advised that the District of Hope Ratepayers Association are recording these meetings and hearings. The District, in no way, has custody or control of the recordings.

Therefore, all persons who do not want their presentation or themselves recorded, please approach the Clerk to declare same and the District will relay this to the Association so that you can freely speak.

### **2. APPROVAL OF AGENDA**

THAT the March 16, 2016 Committee of the Whole Meeting Agenda be adopted as presented.

### **3. ADOPTION OF MINUTES**

#### **a) Committee of the Whole Meeting Minutes**

THAT the Minutes of the Committee of the Whole Meetings held February 24, 2016 and March 10, 2016 be adopted as presented.

### **3. OTHER PERTINENT BUSINESS**

#### **a) Council's review of the DRAFT 2016 Financial Plan**

### **4. CLOSE**

## MINUTES OF A COMMITTEE OF THE WHOLE MEETING

February 24, 2016  
Council Chambers, District of Hope Municipal Office  
325 Wallace Street  
Hope, BC

**Council Members Present:** Mayor Wilfried Vicktor  
Councillor Scott Medlock  
Councillor Gerry Dyble  
Councillor Heather Stewin  
Councillor Dusty Smith

**Absent:** Councillor Erickson  
Councillor Kropp

**Staff Present:** Dale Courtice, Director of Finance  
Jas Gill, Director of Community Development  
Donna Bellingham, Director of Corporate Services  
Wendy Dalman, Deputy Corporate Officer  
Linda Goglin, Accounting Supervisor

**Public Present:** 2

- 1. MAYOR VICKTOR CALLED THE MEETING TO ORDER AT 6:32 PM**
- 2. COUNCIL'S REVIEW OF THE DRAFT 2016 FINANCIAL PLAN**

Dale Courtice, Director of Finance provided an overview of the 2016 Financial Plan.

Council discussed the following items:

Fire Department:

- Mayor Vicktor asked if the appropriate resources have been allocated to the Fire Department and identified the FIT program as a high priority;
- Tom DeSorcy discussed the FIT program and the need to do further research before rolling out (i.e. training program in place, do we pay FIT volunteers and if so, how much?);
- Councillor Dyble noted that recruitment and FIT program are both high priority items at this time;
- **Council approved an increase to the Fire Department advertising budget and add a \$5,000 line item for the FIT program.**

LGLA Conference:

- Councillor Medlock noted that the LGLA Conference has already passed and no members of Council attended;
- **Council approved the removal of the line item for the LGLA Conference in the amount of \$5,600.**

Bursary for Home Support Course:

- Councillor Dyble discussed having a line item in the budget (approximately \$5,000) for a Home Support bursary; this bursary would be awarded to a local resident and create a good paying job in the community (at present, organizations are having a difficult time filling Home Support positions, as there are no qualified applicants);
- Discussed where in the budget this bursary would be placed (professional recruitment?);
- Dale suggested putting the bursary item in Council Contingency and increasing the contingency fund by \$3,000;
- **Council approved an increase to the Council Contingency fund of \$3,000 (\$5,000 to \$8,000) for the Home Support Program bursary.**

Vehicle / Fleet Maintenance:

- Dale discussed the Vehicle Maintenance and lack of detail in these accounts;
- Moving forward, Dale would like to establish a more detailed account structure and have a fleet maintenance program put in place (each vehicle should be tracked, or at the very least each department).

**5. MAYOR VICKTOR CLOSED THE COMMITTEE OF THE WHOLE MEETING AT 7:56 P.M.**

*Certified a true and correct copy of the Minutes of the Committee of the Whole meeting of Council held on February 24, 2016, in the Council Chambers of the District of Hope, British Columbia.*

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**MAYOR**  
Wilfried Vicktor

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**CORPORATE OFFICER**  
Donna Bellingham

**MINUTES OF A  
COMMITTEE OF THE WHOLE MEETING**

March 10, 2016  
Council Chambers, District of Hope Municipal Office  
325 Wallace Street  
Hope, BC

**Council Members Present:** Mayor Wilfried Vicktor  
Councillor Scott Medlock  
Councillor Gerry Dyble  
Councillor Heather Stewin  
Councillor Dusty Smith  
Councillor Erickson  
Councillor Kropp

**Staff Present:** John Fortoloczky, Chief Administrative Officer  
Dale Courtice, Director of Finance  
Jas Gill, Director of Community Development  
Donna Bellingham, Director of Corporate Services  
Kevin Dicken, Director of Operations  
Wendy Dalman, Deputy Corporate Officer  
Linda Goglin, Accounting Supervisor  
Bobby Clarke, Utilities Foreman  
Ross Blackwell, Roads Foreman

**Public Present:** 4

- 1. MAYOR VICKTOR CALLED THE MEETING TO ORDER AT 6:30 PM**
- 2. COUNCIL'S REVIEW OF THE DRAFT 2016 FINANCIAL PLAN**

Council reviewed the following items with regards to Capital Projects (action items highlighted). This is a preliminary review and subject to change.

Finance:

Server for District Hall.

*Councillor Kropp declared a conflict and left Council Chambers at 6:40 pm*

Current server was purchased in 2011 and MAIS server was purchased in 2009. The purchase of a new server would eliminate one server as they would now be combined. **Council was in favor of purchasing a new server (\$22,000.00)**

*Councillor Kropp returned to Council Chambers at 6:42 pm*

Fire Department:

**Council declined purchase of the Fire Department command vehicle (\$66,000) for this budget.**

Roads:

- Kawkawa Lake and Stevens Road culvert replacement. May require fisheries/environmental approval and some work also required on Union Bar land. **Council was in favor of the Kawkawa Lake and Stevens Road culvert replacement project (\$30,000.00).**
- Paving 6<sup>th</sup> Avenue from Coquihalla Street to Old Hope Princeton Way. **Council was in favor of the 6<sup>th</sup> Avenue and Rupert Street paving projects (\$950,000.00)**
- Othello Road ditch and road repair. Priority item, as present road is in need of repair before further damage occurs. Discussed putting out a design/build tender and having the road closed during repairs in order to save money. Will be discussed at next budget meeting (\$600,000.00).
- Johnson Road ditch and road repair. Environment approvals would be required; approvals could be done in conjunction with Stevens Road project to save costs. **Council in favor of Johnson Road ditch and road repair (\$150,000.00).**
- Five tone dump truck replacement. Mayor suggested purchasing a used dump truck instead of new to save money. **Staff will look into the cost to purchase a used dump truck, possibly at auction.**
- One tonne dually replacement. Staff provided cost estimates to replace the vehicle. **Council was in favor of Option 2 (used vehicle, five years old, \$40-\$45,000.00).**
- Truck unit 229. District mechanic will be doing repairs on truck. Item will be discussed at next budget meeting.
- Steel road plates. **Council was in favor of purchasing two steel road plates (\$3,500.00 each).**
- Sand shed. **Council was in favor of purchasing a sand shed (\$45,000.00).**
- Bike racks for Wallace Street. **Staff will research bike rack options and costs and provide suggestions as to placement.**

Parks:

- Mountain View Cemetery columbarium. **Council was in favor of purchasing a new columbarium (\$35,000.00).**
- In-ground trash containers (12). Discussed in-ground trash containers, as well as bear proof containers and recycling options. **Staff will do research on trash and recycling container options and bring back to Council.**
- Ball park sprinklers. **Council was in favor of purchasing a sprinkler system for the 6<sup>th</sup> Avenue ballpark and encouraged further field maintenance to improve this facility (\$7,000.00).**
- Stump grinder. **Staff will look into obtaining costs currently being paid to contract this work out, number of stumps grinded per year, etc. and bring this information back to Council.**
- Planter benches. **Discussion regarding incorporation of memorial benches, style and placement of benches, cost etc. Staff will research and bring information back to Council.**
- Kawkawa Lake cedar island. Item will be discussed at next budget meeting.

Water:

- Well #1 upgrade. **Council was in favor of purchasing a new well pump (\$40,000.00).**
- Emergency chlorinator. **Council was in favor of purchasing an emergency chlorinator (\$20,000.00).**
- Well #10 generator. **Council was in favor of purchasing a new Well #10 generator (\$70,000.00).**
- Lake of the Woods generator. **Council was in favor of purchasing a new diesel generator (\$20,000.00).**
- Thacker Mountain lift station control upgrade. **Council was in favor of proceeding with the lift station control upgrades (\$12,000.00).**
- Coquihalla electrical upgrade. **Staff will obtain more quotes and bring back to Council.**
- Sewer camera replacement. **Council was in favor of purchasing a new sewer camera (\$13,000.00).**
- Utility line locator. **Council was in favor of purchasing a new utility line locator (\$6,000.00).**
- Pollution Control Centre upgrade (\$680,000.00). This is a priority item, as the system has started to fail provincial and federal test requirements. Replacement of flow gates, de-sludge ponds, replace aeration piping and expose the outfall are necessary. District looking into Federal grant opportunities for this project; discussed the possibility of collapsing all phases of this project into one grant application. If the grant application is successful, may also look into increasing treatment plant capacity. Will be discussed at next budget meeting.
- Coquihalla forcemain. **Council was in favor of relining of the Coquihalla sewage forcemain (\$130,000.00).**
- Kawkawa Lake sewer line. **Council was in favor of the Kawkawa Lake sewer line project (\$10,000.00).**
- Johnson Road water line (12 houses, \$250,000.00). Discussed Local Service Area Taxation for this project and the need to have it “shelf ready” as it may be eligible for Federal grant money.

**5. MAYOR VICKTOR CLOSED THE COMMITTEE OF THE WHOLE MEETING AT 9:38 P.M.**

*Certified a true and correct copy of the Minutes of the Committee of the Whole meeting of Council held on March 10, 2016, in the Council Chambers of the District of Hope, British Columbia.*

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**MAYOR**  
Wilfried Vicktor

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**CORPORATE OFFICER**  
Donna Bellingham