



COMMITTEE OF THE WHOLE AGENDA

**April 7, 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 April 7, 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 March 16, 2016 and March 24, 2016 be adopted as presented.

3. OTHER PERTINENT BUSINESS

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

4. CLOSE

March 16, 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 Bob Erickson
Councillor Donna Kropp
Councillor Dusty Smith

Staff Present: John Fortoloczky, Chief Administrative Officer
Dale Courtice, Director of Finance
Donna Bellingham, Director of Corporate Services
Kevin Dicken, Director of Operations
Wendy Dalman, Deputy Corporate Officer
Linda Goglin, Accounting Supervisor

Public Present: 6

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

Dale Courtice, Director of Finance, provided an overview of the draft Financial Plan:

- \$6,900 Parcel Tax Bylaw (changed to reflect refinancing debenture).
- \$294,000 Gas Tax unused from 2015.
- \$250,000 Transfer from prior year surplus (preliminary estimate).
- \$400,000 RCMP/Policing (surplus)
- Removed LGLA Conference Expense of \$5,600.
- Increased Council Contingency by \$3,000 (for scholarship fund).
- Interest Bylaw No. 1080 and 1081 reduced \$16,600 to reflect refinancing of debenture.
- Principal Bylaw No. 1080 and 1081 increased \$2,600 to reflect refinancing of debenture.
- IT Software Maintenance increased by \$4,000 for caseware annual maintenance.
- Increased Fire Department Operations by \$5,000 for FIT Program.
- Landfill monitor and survey contract reduced \$14,000 as per consultant's estimate in report.

- Parks stump grinding contract increased by \$2,000.
- Sports Bowl Materials/Supplies/Freight reduced \$6,000.
- Water System Contract Work (SCADA tech support) reduced by \$5,000.
- Fire Capital Reserve \$45,000 (reduced transfer to reserve).
- Computer Equipment Replacement – removed server replacement of \$22,000
- Fire Capital command vehicle of \$66,000 removed from budget.
- Capital Vehicles reduced \$20,000 (purchasing used instead of new).
- \$3,500 added for another steel road plate.
- Bike racks reduced by \$700.
- \$35,000 Columbarium removed.
- \$26,000 Parks Capital garbage cans removed.
- Reduced Dump Truck purchase from \$259,000 to \$150,000.
- \$54,000 transfer from Water Capital Reserves (\$36,600 insurance claim will cover portion of stolen generator).
- \$350,000 Johnson Road Waterline project removed; defer to next year.
- Sewer Capital Conditional Grant – reversed \$226,000 conditional grant.
- \$6,000 sewer camera moved from Sewer to Water Fund.

Mayor Vicktor proposed a scenario where tax revenue generated would keep the residential tax amount in line with what was paid in the prior year. Staff will research and provide figures.

The next Budget Meeting is scheduled for Thursday, March 24, 2016 at 6:30 pm in District Hall Council Chambers.

5. MAYOR VICKTOR CLOSED THE COMMITTEE OF THE WHOLE MEETING AT 7:50 P.M.

Certified a true and correct copy of the Minutes of the Committee of the Whole meeting of Council held on March 16, 2016, in the Council Chambers of the District of Hope, British Columbia.

MAYOR
Wilfried Vicktor

CORPORATE OFFICER
Donna Bellingham



MINUTES OF A COMMITTEE OF THE WHOLE MEETING

March 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 Bob Erickson

Absent: Councillor Donna Kropp
Councillor Dusty Smith

Staff Present: John Fortoloczky, Chief Administrative Officer
Dale Courtice, Director of Finance
Jas Gill, Director of Community Development
Kevin Dicken, Director of Operations
Wendy Dalman, Deputy Corporate Officer
Linda Goglin, Accounting Supervisor

Public Present: 3

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

Dale Courtice, Director of Finance, provided an overview of the draft Financial Plan:

- General fund is balanced.
- 1% tax revenue included.
- 1% infrastructure levy.
- Transfer from Prior Year Surplus: \$250,000 to \$350,000.
- Bylaw contract reduced by \$1,000.
- Public Works fuel costs were reduced by \$41,000.
- \$14,000 reduction in Monitor & Survey Contracts.
- Johnson Road Rip Rap & Shouldering – reduced transfer from Capital Reserve from \$150,000 to \$50,000.
- \$89,700 to Unallocated Capital for future capital projects.
- 6th Avenue Paving Project deferred (\$415,000).
- Added Laptop Computer (\$1,200).
- Added an additional \$15,000 for sand shed (for foundation).

Discussed Pollution Control Centre (PCC) Project. Dale will input numbers for PCC and borrowing in next draft Financial Plan. If borrowing is in place in the Financial Plan, we can at least complete Phase 1 of the project (if unsuccessful in grant application).

Othello Road project – Councillor Erickson would like staff to research costs to do a design/build for Othello Road. Kevin Dicken will be researching all options for this project and provide cost estimates.

Kevin Dicken provided an overview of Lidar Surveying for the Pavement Management Plan. Hiring a consultant to perform the Lidar surveying at a cost of \$80,000 would provide the District with an effective Pavement Management Plan and establish road paving priorities.

Mayor and Council discussed the Station House Project. Mayor Viktor and Councillor Erickson would like the project to be completed entirely (not in phases each year) prior to anyone moving in. Councillor Dyble noted that should the project be completed in one phase, it must be made clear to the public that AdvantageHOPE and the contractor did not go over budget, and completion of the Station House Project in one phase is a Council decision.

The next Budget Meetings were scheduled for Thursday, April 7, 2016 and Wednesday, April 13, 2016 (if required) at 6:30 pm in District Hall Council Chambers.

5. MAYOR VIKTOR CLOSED THE COMMITTEE OF THE WHOLE MEETING AT 7:55 P.M.

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

MAYOR
Wilfried Viktor

CHIEF ADMINISTRATIVE OFFICER
John Fortoloczky