



MINUTES OF A COMMITTEE OF THE WHOLE MEETING

October 11, 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 Dusty Smith
Councillor Donna Kropp

Staff Present: John Fortoloczky, Chief Administrative Officer
Donna Bellingham, Director of Corporate Services
Dale Courtice, Director of Finance
Wendy Dalman, Deputy Corporate Officer

Public Present: 5

Media: 1

1. **MAYOR VICKTOR CALLED THE MEETING TO ORDER AT 6:04 PM**
2. **APPROVAL OF THE AGENDA**

Moved by Councillor Dyble / Seconded by Councillor Stewin

THAT the October 11, 2016 Committee of the Whole agenda be adopted as presented.

CARRIED.

3. **ADOPTION OF MINUTES**

Moved by Councillor Medlock / Seconded by Councillor Erickson

THAT the Minutes of the Committee of Whole Meeting held July 25, 2016 be adopted as presented.

CARRIED.

4. **PROPOSED AMENDMENTS TO DISTRICT POLICIES**

Staff is recommending amendments to four District policies: Grant in Aid, Travel and Expense, Reserves and Surplus (new policy) and Purchasing.

The Chief Administrative Officer noted that the revisions being recommended by staff contain input from all members of the management team.

The Director of Finance provided an overview the proposed amendments:

Grant in Aid Policy:

This policy was last revised in September 2013. In that revision, the policy stated that 2015 would be the last year of Grant in Aid with \$10,000 to be included in the financial plan. All subsequent years were to have \$0 allocated in the budget. In December 2014, Council passed a resolution to re-work the Grant in Aid policy to budget \$10,000/year for the next five years. Staff has now updated the policy to reflect this resolution.

Travel and Expense Policy:

In staff's review of current policies, it was noted that there was no policy that governs the reimbursement for travel for municipal staff when away on business, there was only an existing Travel and Expense Policy for Council. The proposed amendment to this policy includes travel guidelines and expense reimbursement for both Council and District staff, and also reflects an increase to meal allowances. Also, appendix A will no longer be part of the policy, so the form can be amended as necessary with no need to bring the policy before Council.

Reserves and Surplus Policy:

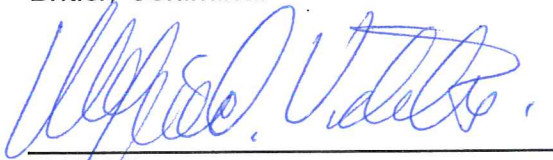
This is a new policy. The format of the policy is to state the objectives, guiding principles and legislative requirements of reserves, provide a listing of operating and capital reserves, statutory reserves and unappropriated surpluses and determine how the reserves are to be administered. The Director of Finance recommended that the Reserve and Surplus Policy be reviewed annually.

Purchasing Policy:

The Purchasing Policy was last updated in March 2009. The proposed revisions include new sections on Authority and Responsibility, Purchase Orders, Credit Card Purchases and Emergency Purchases. The majority of the policy remains the same with a few minor changes.

5. MAYOR VICKTOR CLOSED THE COMMITTEE OF THE WHOLE MEETING AT 6:51 P.M.

Certified a true and correct copy of the Minutes of the Committee of the Whole meeting of Council held on October 11, 2016, in the Council Chambers of the District of Hope, British Columbia.



MAYOR
Wilfried Vicktor



CORPORATE OFFICER
Donna Bellingham