

DISTRICT OF HUDSON'S HOPE

AGENDA – ADDITION

Council Chambers

Tuesday October 11, 2016 at 6:00 PM

8. Staff Reports:

SR2.1	Additional information – campground report	Page 1
SR10	CAO- Action and Other Updates	Page 7
SR11	Foreman of Public Works Project Report	Page 8

10. Correspondence

C16	PRRD-Municipal Appointment of Alternate Director	Page 10
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2016 District of Hudson's Hope Campground Revenue & Occupancy Information

Prepared by: Becky Mercereau

Includes:

2016 Occupancy Chart

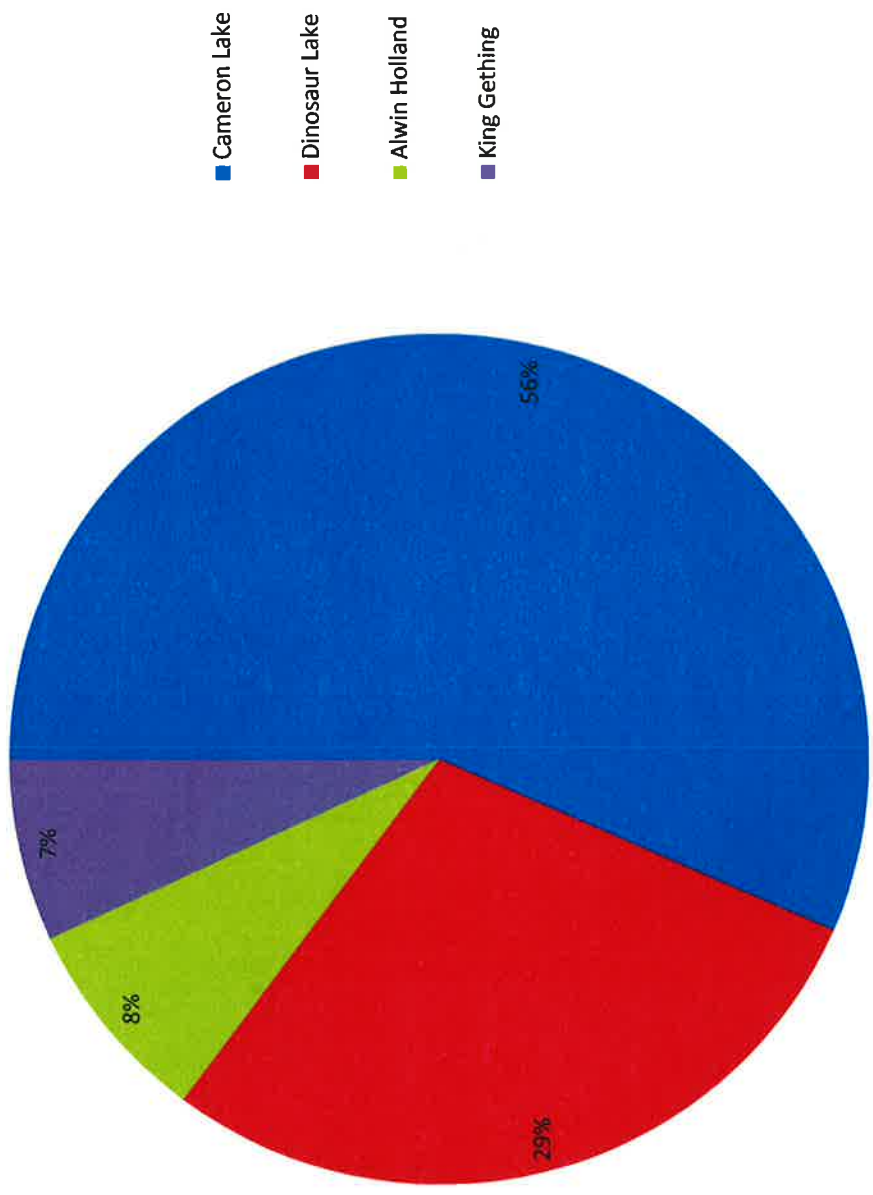
2016 Revenue Data

2016 Revenue Summary

2016 Revenue Chart By Location

Pass Information

2016 DOHH Campground Occupancy Data by Location



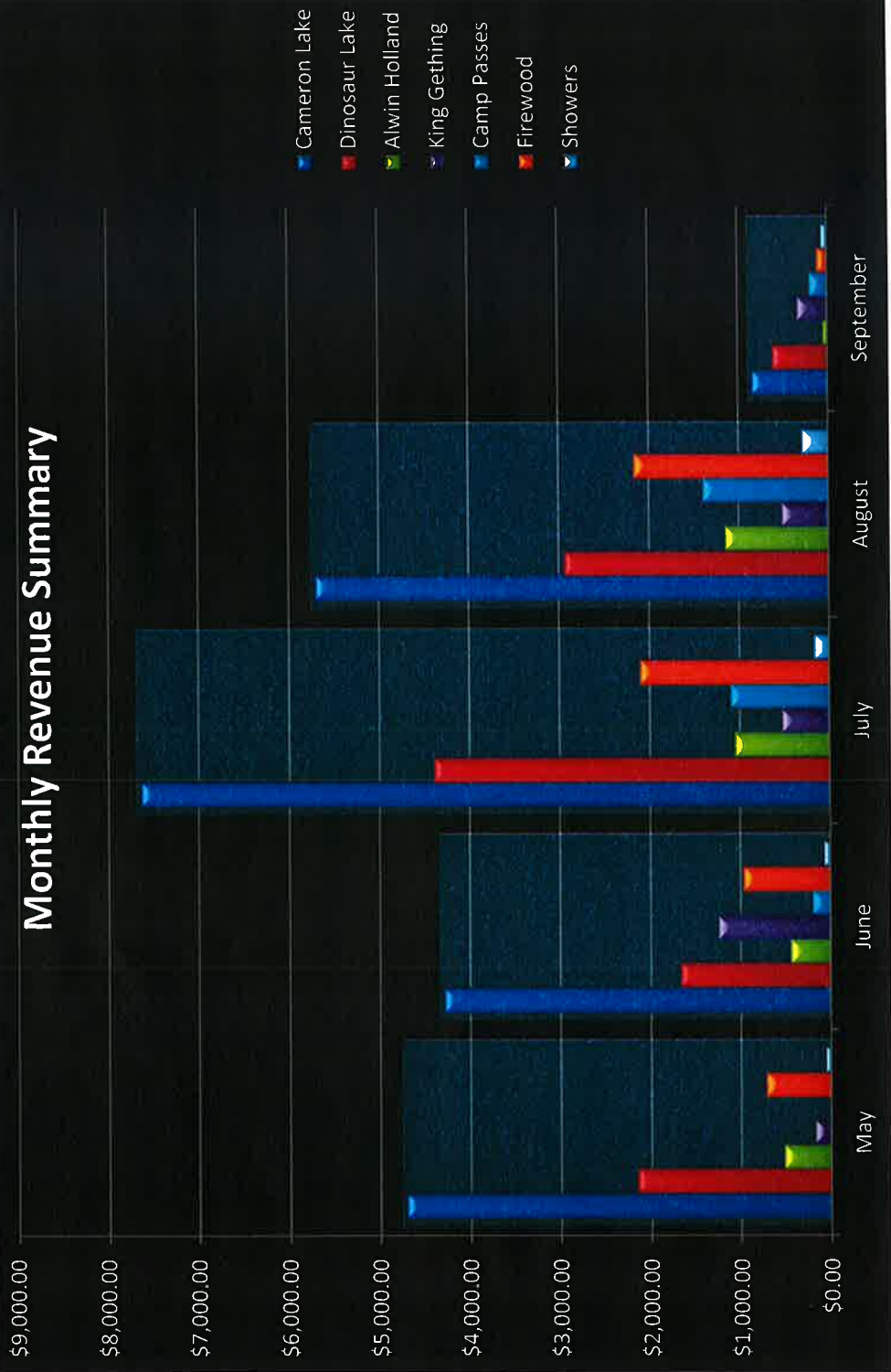
District of Hudson's Hope Campground Revenue 2016

Date	Cameron Lake	Dinosaur Lake	Alwin Holland	King Gething	Passes	Fire Wood	Showers	Total
15.05.2016	2679.96	1656.07	49.69	150.88	0.00	0.00	0.00	4536.60
26.05.2016	840.00	100.00	280.00	20.00	0.00	600.00	0.00	1840.00
30.05.2016	770.96	351.05	192.99	0.00	0.00	0.00	0.00	1315.00
30.05.2016	220.00	0.00	0.00	0.00	0.00	70.00	0.00	290.00
31.05.2016	200.00	40.00	0.00	15.00	0.00	50.00	54.00	359.00
06.06.2016	888.82	0.00	49.90	200.76	0.00	0.00	0.00	1139.48
07.06.2016	460.00	300.00	60.00	0.00	0.00	90.00	0.00	915.00
13.06.2016	796.21	327.00	150.88	100.68	0.00	0.00	0.00	1374.77
10.06.2016	0.00	80.00	20.00	0.00	0.00	5.00	4.00	109.00
06.06.2016	340.00	200.00	20.00	20.00	0.00	150.00	9.00	739.00
13.06.2016	60.00	60.00	0.00	20.00	0.00	10.00	4.00	154.00
20.06.2016	462.19	75.14	0.00	50.19	0.00	0.00	0.00	587.52
21.06.2016	160.00	140.00	0.00	660.00	0.00	145.00	0.00	1105.00
21.06.2016	80.00	240.00	0.00	180.00	0.00	150.00	0.00	650.00
29.06.2016	380.00	80.00	100.00	0.00	100.00	225.00	45.00	930.00
30.06.2016	660.00	160.00	40.00	20.00	100.00	189.95	0.00	1169.95
05.07.2016	1485.80	885.84	326.69	49.90	0.00	0.00	0.00	2748.23
04.07.2016	220.00	20.00	170.00	80.00	100.00	160.00	0.00	750.00
01.07.2016	860.00	540.00	160.00	20.00	400.00	415.00	0.00	2395.00
12.07.2016	530.65	273.96	99.80	50.19	0.00	0.00	0.00	954.60
12.07.2016	730.00	140.00	80.00	80.00	100.00	185.00	77.00	1392.00
11.07.2016	286.00	206.00	40.00	40.00	0.00	100.00	0.00	672.00
16.07.2016	560.00	160.00	0.00	0.00	0.00	250.00	0.00	970.00
22.07.2016	560.00	520.00	40.00	20.00	100.00	175.00	39.00	1454.00
18.07.2016	180.00	180.00	20.00	86.00	0.00	119.25	0.00	585.25
25.07.2016	440.00	140.00	120.00	0.00	0.00	225.00	0.00	925.00
15.07.2016	620.00	406.00	0.00	60.00	400.00	474.00	50.00	2010.00
26.07.2016	1166.44	916.02	0.00	50.19	0.00	0.00	0.00	2132.65
02.08.2016	440.00	380.00	180.00	80.00	800.00	245.00	65.00	2190.00
02.08.2016	560.00	120.00	120.00	60.00	100.00	555.00	43.00	1558.00
06.08.2016	180.00	100.00	20.00	0.00	100.00	144.00	0.00	544.00
07.08.2016	20.00	20.00	0.00	0.00	0.00	25.00	0.00	65.00
05.08.2016	620.00	320.00	0.00	20.00	0.00	175.00	36.00	1171.00
08.08.2016	80.00	20.00	20.00	0.00	0.00	10.00	0.00	130.00
11.08.2016	360.00	300.00	0.00	60.00	0.00	60.00	0.00	780.00
15.08.2016	1418.98	756.46	357.77	125.33	0.00	0.00	0.00	2658.54
16.08.2016	646.00	240.00	232.00	80.00	0.00	357.00	75.00	1630.00
22.08.2016	200.00	140.00	100.00	40.00	0.00	150.00	0.00	630.00
19.08.2016	660.00	320.00	0.00	20.00	200.00	150.00	26.00	1376.00
29.08.2016	60.00	20.00	100.00	40.00	100.00	30.00	0.00	350.00
26.08.2016	460.00	195.00	20.00	0.00	100.00	260.00	44.00	1079.00
02.09.2016	260.00	120.00	20.00	220.00	200.00	45.00	37.00	902.00
13.09.2016	347.31	353.75	24.95	0.00	0.00	0.00	0.00	726.01
05.09.2016	240.00	140.00	0.00	120.00	0.00	70.00	26.10	596.10
Total	\$23,189.32	\$11,742.29	\$3,214.67	\$2,839.12	\$2,900.00	\$6,064.20	\$639.10	\$50,588.70

2016 Monthly Campground Revenue Summary

	Cameron Lake	Dinosaur Lake	Alwin Holland	King Gething	Camp Passes	Firewood	Showers
May	4710.92	2147.12	522.68	185.88	0.00	720.00	54.00
June	4287.22	1662.14	440.78	1251.63	200.00	964.95	67.00
July	7638.89	4387.82	1056.49	536.28	1100.00	2103.25	166.00
August	5704.98	2931.46	1149.77	525.33	1400.00	2161.00	289.00
September	847.31	613.75	44.95	340.00	200.00	115.00	63.10
Total	\$ 23,189.32	\$ 11,742.29	\$ 3,214.67	\$ 2,839.12	\$ 2,900.00	6064.20	639.10

Monthly Revenue Summary



2016 Season Camp Pass Usage

Nights used by Season Camp Pass Holders (15 pass holders)

Cameron Lake	Dinosaur Lake	Alwin Holland	King Gething
157	49	14	17

2016 Punch Pass Usage

Nights used by punch pass holders (29 passes sold for 7 night passes)

Cameron Lake	Dinosaur Lake	Alwin Holland	King Gething
99	29	6	1

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Johansson and Council
SUBJECT: ACTION and other UPDATES
DATE: October 11, 2016
FROM: Tom Matus, CAO

CAO Anticipated Travel:

N/A

CO Anticipated Travel:

MATI – Approving Officers – Kamloops

October 16th – 21st

DPW Shop Construction

Integrity is to commence Shop construction this week.

Thompson/Gaylor Sewer Main

Installation is complete – some landscaping to finish.

Solar Panel Project

Urban Systems and Peace Energy Co-op to be present update at this meeting.

Computers

All notebooks/laptop for Council and senior staff installed.

BCH-CMA

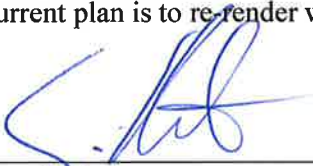
We have our legal vetting final draft for perusal by BCH. To discuss with our Legal this Thursday.

Trailer

To receive trailer by Monday.

Wastewater Faculty Upgrade

Current plan is to re-render work in January.



Tom Matus, CAO

Forman of Public Works Project Report

1. Fire hydrant replacement along highway 29. We had to replace 3 fire hydrants that were not working or we were un able to isolate in case of a hydrant failure we could not do this job ourselves so we had to contract it out the cost ended up being higher than we budgeted due to the contractor having to hire two vac trucks and a flagging crew to do the three hydrants as well as other expenses. I budgeted 25000.00 \$ actual cost was 57,335.26 This work had to be done so Tom will have to move some funds from water capital reserves.

RECOMMENDATION/RESOLUTION:

That:

“Council approve an increase of \$22,335.26 to the budgeted amount for the fire hydrant replacement along Highway 29 for a revised total budget amount of \$57,335.26 to be charged to the Water Capital Reserve Fund.”

2. Shop site. The water line has been brought to the surface and the fire hydrant has been installed also the pad has been leveled and the gravel (1.5 inch washed) is at the site. Construction should start this week.
3. Kendricks lift station upgrade. Has been completed with all the electrical connections and new pump installation and pump timers installed and old steel grating removed.
4. Alarm systems. Have been installed at all are water facilities river pump house, water treatment plant, water reservoir also the Arena, District office, and Info centre have been upgraded.
5. Thomson water and sewer. Project has been completed we have some yard work left to do at Bills and some road work on Gaylor but just some minor stuff other than that this project is done.

6. Tree planting. Jaimie, Kevin and Justin have completed the tree planting for this year having planted 6 trees at the cemetery and 12 trees in Gething Park.
7. DPW Lunch Trailer: The trailer has been inspected and is ready to be shipped. Expected arrival is between Thursday October 13th and Monday October 17th.
8. Winter. The crew has begun getting everything ready for winter Pool, Irrigation, and snow removal and sanding equipment.

Subject: FW: Municipal Appointment of an Alternate Director to the Region District Board

From: Chris Cvik [<mailto:Chris.Cvik@prrd.bc.ca>]

Sent: August-16-16 10:21 AM

To: Jim Chute; cao@poucecoupe.ca; cao@dtradm.ca; Darla Blake; Doug Fleming; Charlette Mcleod; 'Dianne Hunter'

Cc: PRRD_Internal; Chair Don McPherson

Subject: Municipal Appointment of an Alternate Director to the Region District Board

Good Morning, at the PRRD Board meeting on August 11, 2016, the Board discussed the number of alternate directors each municipality is allowed to appoint. The discussion was prompted as a result of two things: (1) A recent vote where neither the rural director or his one alternate was able to attend a board meeting and (2) correspondence from Fort St. John appointing a number of alternate directors. The question that administration was asked to look into was how could FSJ have multiple alternates whereas the rural area (in this case) could not have a back-up to the back-up (multiple alternates).

Under the Local Government Act (Section 200(3)(b) - Fort St. John is able to appoint a number of alternate directors as they have two municipal directors on the board - based on their population. However, municipalities with only one appointed director are only allowed to have one designated alternate director at a time. This was confirmed via email with the Governance and Structure Branch within Community, Sport, and Cultural Development who stated that "If a municipality has only one seat on the regional board, they would only have one alternate appointed to act on their behalf".

Alternate directors: municipalities

- 200** (1) The council of a municipality may appoint a council member as an alternate director.
- (2) The alternate director may take the place of, vote and generally act in all matters for an absent municipal director, including a matter delegated to that director by the board.
- (3) If there is more than one municipal director, the authority under subsection (1) may be exercised either
- (a) by specifying, for each municipal director, the council member who is the alternate director for that municipal director, or
 - (b) by appointing a number of alternate directors and establishing a system to determine which alternate director is to act in the place of any absent municipal director.
- (4) As a restriction on subsection (3) (b), at any one time, an alternate director may act in place of only a single municipal director.
- (5) If the council appoints an alternate director, the municipal corporate officer must notify the regional district corporate officer of the appointment in writing.
- (6) An alternate director holds office as alternate director until another council member is appointed as a replacement and the regional district corporate officer has been notified of the new appointment.
- (7) If the seat of a municipal director becomes vacant through resignation, disqualification or death, the alternate director appointed under subsection (1) becomes the municipal director in place of the director whose seat became vacant until a new director is appointed.

Website: [http://www.bclaws.ca/civix/document/LOC/lc/statreg/-%20L%20--/Local%20Government%20Act%20\[RSBC%202015\]%20c.%201/00_Act/r15001_06.xml](http://www.bclaws.ca/civix/document/LOC/lc/statreg/-%20L%20--/Local%20Government%20Act%20[RSBC%202015]%20c.%201/00_Act/r15001_06.xml)

As a result, at your next Council meeting, can you please re-affirm who is your **one** designated alternate director and please send us a letter to that affect. Currently, we have some municipalities who are using more than one alternate director. Dianne, you do not need to respond as we have received your letter with your alternates.

Please let me know what questions you have.

Regards,

Chris

Chris Cvik | Chief Administrative Officer

Direct: **250-784-3208** | Cell: **250-784-4603** | chris.cvik@prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT

PEACE RIVER REGIONAL DISTRICT | Box 810, 1981 Alaska Highway Avenue, Dawson Creek, BC V1G 4H8

Toll Free: (24 hrs): **1-800-670-7773** | Office: **250-784-3200** | Fax: **250-784-3201** | www.prrd.bc.ca

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