



**SPECIAL COUNCIL MEETING**

**January 30, 2017**

**4:00 P.M.**

**MUNICIPAL HALL COUNCIL CHAMBERS**

**Present: Council:** Mayor Gwen Johansson  
Councillor Dave Heiberg  
Councillor Nicole Gilliss  
Councillor Travous Quibell  
Councillor Heather Middleton

**Absent:** Councillor Kelly Miller  
Councillor Caroline Beam

**Staff:** CAO, Tom Matus  
Director of Finance, Rhonda Eastman  
Public Works, Ed Reschke  
Corporate Officer, Tammy McKeown

**Other:**

1. **CALL TO ORDER:**  
The meeting called to order at 4:12p.m. with Mayor Gwen Johansson presiding.
  2. **NOTICE OF NEW BUSINESS**  
Mayor's List-  
Councillors Additions  
CAO's Additions
  3. **ADOPTION OF AGENDA, AS AMENDED, BY CONSENSUS:**
  4. **DECLARATION OF CONFLICT OF INTEREST:**
  5. **DISCUSSIONS:**
- D1 **O&M Budget Discussion**
- Discussion in regard to water treatment/pumphouse
    - Reservoir cleaning- 4 divers have come
    - Still require new ladder for large reservoir, the divers will install it when they are here next.
    - Lid was built for the small reservoir, it still needs to be installed.
    - Operating at a deficit on Water funds
    - Transfer to be made from Water Utility Fund
    - Surplus is allocated to planned projects

- GGS
  - Tax revenues are based on prior year as the current tax rates have not been received.
  - 1003-4206- PRA(Fair Share)
    - rename BCH-PRA to CMA
  - 1003-4208 Federal Gas Tax Grant
    - In Capital Revenue- remove from O&M
  - 1003-4209 and 4210 BCH-PRA Funding
    - to be moved to Capital Revenue
  - 1003-4209 Fuel Fire Treatment Project
    - Project completed, revenues expected were accrued from 2016.
  - 1005-4111 Fortis 3% franchise Fee
    - staff directed to confirm amounts.

4:50pm Councillor Gillis arrived

- 1002-5127 Scholarship/Grad Expense
  - Itemize each Scholarship and the amount budgeted towards the Grad expense.
  - Increase by \$2,000 to cover the scholarship for the Youth Councillor and for the Student of the year.
  - Consider adding Volunteer Appreciation as a line item.
- 1003-5038 Grants in Aid
  - Determine if this should be recorded at 15% of property tax.
  - Bring Grants Policy back for review
- 1005-5024 Custodian
  - Addition of Custodial line item for the Public Works Shop.
  - Change amount to \$40,000
  - Contract for cleaning to come back to Council
- 1005-5036 Bulletin Ads
  - rename to Bulletin Ads Postage
  - Staff directed to provide the total cost associated to the Bulletin
- 1005-5107 Legal
  - Staff directed to provide total fees associated to legal costs.
- 1005-5128 Site C
  - remove "BCH Grant is depleted.."
  - \$70,000 remaining that can be allocated elsewhere
  - Change amount to \$10,000, identify purpose of remaining amount
- 1005-5130 Bank Charges & Payroll Costs
  - increase budget amount by double
- 1005-5131 Retail Sales
  - staff directed to confirm there is no duplication of Swag expense.
  - Staff directed to create purchasing policy regarding retail inventory
- 1005-5765 to 5770 Transfers

- Locate Policy/Bylaw for Transfers
  - Line items to be added:
    - Community Hall
    - Paving Fund
- Protective Services
  - 1200-5002 Wages & Overhead
    - Wages for Safety Officer will be up to \$70,000
    - Bylaw Officer- CAO to get guidance
    - Staff directed to provide Training update report
    - Staff directed to provide report in regard to possibility of using Bylaw Officer for Animal Control
  - 1200-5208 Fire Prevention (Deleted not in use)
    - Remove line item
- Bylaw & Lands Development
  - 1300-5002 Wages & Overhead
    - Include Safety Officer
  - 1301-5110 Insurance
    - Animal control liability insurance, discuss at time of contract renewal
  - 1800-5034 Bylaw Development
    - Increase budget amount to \$5000
  - 1800-5304 GIS Training
    - \$3,000 to be allocated
- Public Works
  - 1007-5117 Protective Clothing
    - Increase budget amount to \$9,500
  - 1400-5025 Custodian Expense
    - Increase budget amount to \$800
  - 1400-5117 Protective Clothing/First Aid
    - Check on what is needed for the Respirator Fit Testing Equipment
    - Possible Capital item
  - 1401-5113 Highway 97 Sign Rental
    - Staff directed to review agreement
  - 1401-5124 Contracted Services
    - Remove note in regard to Sidewalk assessment
    - Increase budget amount to \$25,000
  - 1710-5120 Materials & Supplies
    - Invite groundskeeper to Council meeting
    - Consider perennials
  - 1402-5002 Tarring runway
    - Staff directed to locate runway engineering report
- Environmental Health
  - 1500-5400 O&M Environmental
    - Staff directed to bring back total amount used for the Tree Planting Incentive
  - 1600-5501 Medical Services Group
    - Remove note regarding incentive
  - Greenhouse Gas Emissions- Staff to check if report is completed
- Recreation

- 1708-4331 Donations
  - Have SEC provide amounts
- 1701-5901 O&M Pool
  - Supplies need to be included in budget amount (life jackets etc.)
- 1702-5106 Publications
  - Increase budget amount to \$15,000
- 1702-5903 O&M Visitor Information Center
  - Remove note regarding sink & taps
  - Ensure O&M requests for this year are included in budget amount
- 1703-5038 Grant in Aid
  - Enter budget amount for line item
- 1706-5132 Tree Program
  - Rename to BC Hydro Tree Program
- 1707-5124 Contract Services (Personal Tch Answ)
  - Allocate \$1000 to line item
- 1707-5905 O&M Campgrounds
  - Staff directed to provide a report on necessary maintenance required
- 1708-5031 Special Events Expenses
  - Remove detailed list
  - Increase budget amount to \$18,000
- 1708-5311 Families in Motion
  - Clarify what all is included in line item
- EDO
  - 1900-5026 Contract Services
    - Remove Economic Development Plan
    - Relocate Airport Runway under Light Industrial Zone

## D2 Capital Asset Budget Discussion

- Water Capital
  - 4001-5706 Water Infrastructure Capital
    - Remove FY 2020 note
- Sewer Capital
  - 5001-5703 Machinery & Equipment
    - Remove line items

Discussion in regard to Reserve Fund Policy, Councillor Middleton to bring forward

- General Capital
  - 1100-5714 REC: L&B
    - Grass Removal-Discussion in regard to replacement material to be used. Staff to bring back options to consider
  - 1100-5715 REC:M&E
    - Remove allocation for Dinosaur Lake Playground
    - Increase budget amount for Cameron Lake Playground to \$60,000

- Remove Jacuzzi/Spray Park
- Report for Arena Flooring to be forwarded to CAO
- Remove ATV campground Skatepark upgrade and Basketball court upgrade
- Light Industrial Park
  - Remove from budget
- 1100-5717 DPW: M&E
  - Staff to provide report on safety equipment
  - Remove EK35
- Staff directed to Provide Updated Reserve Totals.
- Next Budget meeting set for February 20, 2017 at 5PM

6. **CORRESPONDENCE:**

7. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**

8. **ADJOURNMENT:**

Mayor Johansson declared the meeting adjourned at 8:00pm.

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Beryl Prairie Playground*

07/25/16

*UBCM resolution - Alternate Director*

10/11/16

Certified Correct:

  
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CAO/Tom Matus

  
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Chair/Mayor Gwen Johansson