



DISTRICT OF HUDSON'S HOPE
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS
Tuesday, April 22, 2014 AT 6:00 P.M.

Present: Council: Mayor; Gwen Johansson
Councillor; Kelly Miller
Councillor; Nicole Gilliss
Councillor; Daniel Bouillon
Councillor; Richard Brown
Councillor; Dave Heiberg

Staff: CAO, Tom Matus
Director of Public Works; Mike Carter
Fire Chief; Robert Norton
Deputy Treasurer-Collector; Rhonda Eastman
Office Assistant, Becky Mercereau
Office Assistant, Dwylla Moraice-Budalich

CALL TO ORDER:

The meeting was called to order at 6:03 p.m. with Mayor Gwen Johansson presiding.

ADOPTION OF AGENDA BY CONSENSUS:

The April 22, 2014 Special Council meeting agenda was adopted as presented by Consensus.

DECLARATION OF CONFLICT OF INTEREST:

NONE

STAFF REPORTS

SR1 Annual Operating Budget Presentation

1700-01

Tom Matus, Chief Administrative Officer presented the Annual Operating Budget to Council.

The following information was discussed:

- New format will give Council and staff more detail on specific costs and tracking of all budget items
- Water connection revenues were down last year as they are dependent on developments
- Insurance is calculated on each building by square footage
- The Beryl Prairie water stand is used less than the downtown water stand, but the downtown water stand is treated
- The revenue of the water stands does not cover the operating costs
- May need to look at increasing rates to cover the deficit for water and sewer
- The deficit from water and sewer operating costs will come out of the water and sewer operating funds
- Water and sewer must be self sustaining

- Consider increasing rates in small increments each year
- Hotels are on water meters and the sewer rates are taken from percentage of water used
- Need to reconsider the rates for lagoon dumping once the lagoon upgrades are completed
- Tax rates are not being increased.
- Questioned what the formula is used to calculate how much money can be given for the grants-in-aid
- Need to make decisions on the grants-in-aid at the April 28, 2014 meeting
- The audit costs should go down with the new accounting system that is being implemented
- Fire stipends are \$15 for a two hour training session and \$25 for a call out
- Any fire revenue received would be for any out of area responses
- The budget will be allocated monthly and any variance of more than 10% will need to be explained.
- Business Licence fees bylaw needs to be updated
- The costs of having animal control done by employees would cost more in call outs and over time than the current contract costs
- Although tickets cannot be issued for bylaw infractions, the bylaw enforcement is still proactive by discussing the problems with the residents and looking for reasonable solutions
- Public Works does not receive any revenue, they could possibly do rentals but do not want to take anything away from private businesses
- Asset management sheets are completed for the plans for upgrading equipment
- Costs for the airport lighting and electricity should be considered when looking at rental and lease contracts
- Garbage fees need to be relooked at with the new garbage bins and truck being implemented
- Need to discuss future doctor fees as Cardero might not be operating in our area
- Operating and maintenance costs for the arena are high with the early opening, problems with the system, and requirements from the Safety Authority
- Questioned what advertising is being done for the skating arena
- Questioned if money being put aside for ball diamond maintenance and whether ball diamonds can be rented for revenue
- Discussed whether Council would take the "That Dam Run" on as their own special event. Council requested that more information on the run and insurance issues be brought back to the April 28, 2014 meeting.
- The business façade grant would be an in and out figure to assist business that applies for ½ of the costs to fix up their current buildings
- The Fire Fuel Treatment grant may be realized in 2015
- Council requested that the Director of Public Works bring a recommendation to the April 28, 2014 meeting for the new shop that is more in line with the actual needs, with accommodation for additions in the future
- Looking at whether the landfill oil containment will be at the transfer station or at the shop
- Garbage bins, at the cost of \$60 a bin, have already been purchased for residential customers use. Council had decided not to charge residents for the bins, but this decision may need to be reconsidered
- Road swap needs more research to ensure that it not assisting the developer
- Discussed procedures for private roads being connected to District roads
- ATV campground budgeted at \$100,000 and will complete using materials within these funds
- Rescue truck upgrades include new bumper, winch and lighting improvements
- Hose testing machine will allow the fire department to test their hoses which is a requirement
- After 20 years fire trucks expire and are not recognized by the insurance companies
- The bunker gear expires after 10 years so they try to purchase two a year to keep the gear rotating
- Will review the current vehicle leases the District has and buy-out immediately through Capital Fund
- Water and Sewer deficits will be drawn from Water and Sewer Fund surpluses
- Trying to get all the water meters installed this year to begin tracking
- Been difficult trying to find someone within the budget to complete the valve replacement project. May need to consider splitting the job scope and/or other options

- Beryl Prairie well needs electronic and control updates, as well as piping in the well
- The sewer main extension allows for and encourages land development, (taxable parcels), in the area.
- Staff will bring Budget Bylaw to Council on April 28, 2014
- determine Building Canada Fund intake deadline

NEW BUSINESS:

NB1 Dentist

Mayor Johansson advised that there is a dentist from Fort St. John who is interested in running a practice in Hudson's Hope two days a week.

NB2 NCLGA

RESOLUTION NO. 094

M/S Councillors Gilliss/Heiberg

THAT:

"That a booth at the NCLGA tradeshow be purchased in the amount of \$2500 with the Visitor Center Supervisor requested to run the booth."

CARRIED

DIARY

Conventions/Conferences/Holidays

DY1 NCLGA AGM & Convention May 7-9, 2014
DY2 Premier's BC Natural Gas Forum Jan. 22-23
DY3 Co-Op Correspondence Re: Card Lock
DY4

Diaryized

Last Review/Action

10/28/13
10/28/13
11/12/13

ADJOURNMENT

RESOLUTION NO. 095


M/S Councillor Gilliss/ Brown

THAT:

"That this Special Meeting of the Council be adjourned." (9:02 p.m.)

CARRIED

Certified Correct:


Minute Taker


Chair

