



DISTRICT OF HUDSON'S HOPE

AGENDA

Special Council Chambers

Tuesday, May 12, 2015 at 5:00 PM

1. **Call to Order:**

2. **Adoption of Agenda by Consensus:**

3. **Declaration of Conflict of Interest:**

4. **Staff Reports:**

5. **Bylaws:**
 - B1 **Financial Plan Bylaw No. 849**
 - B2 **Tax Rates Bylaw No. 850**

6. **In-Camera Meeting:** *(closed pursuant to section 90 2. (b) of the Community Charter)*

7. **Adjournment:**

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THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johannson and Council
SUBJECT: Annual Financial Plan Bylaw No. 849, 2015
DATE: 12 May 2015
FROM: Tom Matus, CAO

RECOMMENDATION:

That: "Council to adopt the Annual Financial Plan Bylaw No. 849, 2015

ADMINISTRATORS COMMENTS:

Tom Matus, Administrator

Bylaw 849 - Schedule A

	2015	2016	2017	2018	2019
General Operations					
General Revenue					
water	195,325 -	201,185 -	207,220 -	213,437 -	219,840
sewer	111,737 -	113,972 -	116,251	118,576 -	120,948
Property Taxes	2,084,313	2,084,313 -	2,084,313 -	2,084,313 -	2,084,313
grants in lieu	1,439,375 -	1,439,375 -	1,439,375 -	1,439,375 -	1,439,375
grants other	986,088 -	783,723 -	783,723	783,723 -	783,723
ggs: sales of services	870,517	870,517 -	870,517 -	870,517 -	870,517
collection Other Gov'ts	3,165,514	3,197,170 -	3,229,141 -	3,261,433 -	3,294,047
Revenue From Other Sources (icbc/fire) -	150,250 -	150,250 -	150,250 -	150,250 -	150,250
Bylaw/Lands	23,400 -	23,400	23,400 -	23,400	23,400
Environmental & Public Health	111,309 -	112,422 -	113,546 -	114,682 -	115,829
Recreation	116,850 -	118,019 -	119,199	120,391 -	121,595
Grants from Other Governments(ndi)	35,000				
General Operations Revenue	-\$ 9,289,678	-\$ 9,094,344	-\$ 9,136,935	-\$ 9,180,096	-\$ 9,223,835
General Expenditure					
water	195,325	199,232	203,216	207,281	211,426
sewer	111,737	113,972	116,251	118,576	120,948
Legislative	167,487	170,837	174,254	177,739	181,294
Grants	96,701	98,635	100,607	102,619	104,672
GGS	843,639	860,511	886,327	912,916	940,304
Collection Other Gov'ts	3,165,514	3,228,825	3,293,401	3,359,269	3,426,455
Government Transfer Expense	769,068	126,610	82,610	84,262	85,947
ICBC	78,500	78,500	78,500	78,500	78,500
Protective Services	293,426	299,294	305,280	311,386	317,614
Bylaw/Lands	229,931	234,530	239,220	244,005	248,885
Public Works	813,122	829,384	845,972	862,891	880,149
Environmental & Public Health	250,557	255,568	260,679	265,893	271,211
Recreation	758,387	773,554	789,025	804,806	820,902
EDO	55,367	22,811			
to General Operating Reserve Fund	1,460,918	1,802,082	1,761,592	1,649,952	1,535,530
Total General Operations Expense	\$ 9,289,678	\$ 9,094,345	\$ 9,136,935	\$ 9,180,096	\$ 9,223,836
Surplus/(deficit) must be 0	-\$ 0	\$ 0	\$ 0	-\$ 0	\$ 0
CAPITAL OPERATIONS					
Transfer from Reserves & Grant Funding Revenue					
Deferred Gas Tax Fund	390,710 -	88,971	88,971	88,971 -	88,971
Water Utility Fund	205,000 -	25,000	25,000 -	25,000 -	25,000
Sewer Utility Fund	259,152 -	50,000 -	25,000 -	25,000 -	25,000
General Capital Reserve	1,791,696				
BCF Grant Funding	1,585,334				
Strategic Priority fund	315,000				
Borrowing	197,466				
General Operating Fund	3,151,979 -	940,669 -	575,669	475,669 -	550,669
Total Capital Revenue	7,896,337 -	1,104,640 -	714,640 -	614,640 -	689,640
Capital Operations Expenditure					
Water Capital Reserve	520,000	25,000	25,000	25,000	100,000
Sewer Capital Reserve	2,432,662	50,000	25,000	25,000	25,000
General Capital Reserve	1,791,696	365,000			
Debt Payment (Sewer Capital)		100,000	100,000		
General Operating Fund	132,285	132,285	132,285	132,285	132,285
Protective Services Fund	126,100	126,100	126,100	126,100	126,100
Machine & Eqp (DPW) Fund	231,854	231,854	231,854	231,854	231,854
Office Equipment Fund	74,401	74,401	74,401	74,401	74,401
General Operating Fund	2,587,339				
Total Capital Operations Expense	7,896,337	1,104,640	714,640	614,640	689,640
Surplus/(deficit) must be 0					

2014 ACTUAL

2014 BUDGET

05-50-5001-4504	Connections	4,977	0	0
05-50-5001-4510	MFA: Adams Street Bylaw#630		0	-4,977
	TOTAL SEWER PIPING & DISTRIBUTION REVENUE	4,977	-69,697	-70,567
	TOTAL SEWER REVENUE	111,737		

05-5G-500G-5002	Wages & Overtime	42,532	39,581	42,028
05-5G-5000-5009	CPP	1,837	0	1,798
05-50-500c_5010	EI	644	0	738
05-50-5000-5011	WCB	530	0	521
05-50-500G-5020	MPP	12,096	0	11,865
05-50-500G-5012	MSPBC	908	0	908
05-5G-500G-5014	UBCM Life & ADD	497	0	496
05-5G-500G-5013	PBC Dental & EHC	1,642	0	1,642
05-50-5000-5035	Lieu of Benefit	96	0	96
05-50-5000-5018	Training & Development	4,000	0	4,000
05-50-5000-5100	Communications - Phone, Fax, Internet, etc.	500	0	500
05-50-5000-5101	Natural Gas - Fortis	1,551	0	1,290
05-50-500G-5102	Electricity - BC Hydro	4,464	0	4,958
05-5G-5000-5110	Insurance	1,500	0	1,500
05-5G-500G-5112	Licenses & Permits	1,000	462	1,000
05-50-5000-5113	Equipment Rentals & Leases - Temple & IT Partners	5,162	0	3,425
05-50-500G-	Vehicle Fuel (incl 10% inc)	336		
05-50-500G-5602	O&M Lagoon	13,000	10,494	13,000
05-1G-1150-5764	MFA Debt Repymnt 12 Mile Road	2,617	2,617	0
05-50-105G-5750	MFA Debt Repymnt Adam St	4,977	4,596	4,900
	TOTAL SEWER TREATMENT EXPENSES	99,886	57,749	94,742

05-5G-5001-5114	Fuel, Oils, Lubricants	351	0	715
05-50-5001-5801	O&M Piping & Distribution	5,000	31,788	5,000
05-50-5001-5803	Connection Costs	1,000	0	1,000
05-50-5001-5804	Pumping	5,500	520	5,500
	TOTAL SEWER COLLECTION	11,851	32,308	12,215
	TOTAL SEWER EXPENSES	111,737	90,058	106,957
	TO/(FROM) SEWER FUND	-20,360		-36,390

GENERAL GOVERNMENT SERVICES BUDGET

TAXES

01-1G-100G-4002	Penalties	14,000	-13,944	-7,500
01-1G-100G-4003	Interest on Arrears	250	0	-450
01-1G-100G-4004	Interest on Delinquent	2,550	-2,427	-2,550
01-10-1000-4101	Residential Taxes	366,153	-2,002,506	-345,457
01-10-100G-4102	Utilities Taxes	1,309,730		-1,315,632
01-10-1000-4103	Commercial Taxes	187,202		-185,690
01-10-100G-4104	Business Taxes	174,649		-163,770
01-1G-100G-4105	Recreational/Non Profit Taxes	597		-469
01-10-1000-4106	Farm, Taxes	7,246		-5,839
01-10-1000-4107	Twelve Mile Exl Parcel Taxes or Light Industrial	3,468	-2,536	-3,468
01-1G-100G-4110	1% Revenue Grant	18,467	-19,968	-17,665
	TOTAL TAXES	2,084,313	-2,041,381	-2,048,490

GRANTS IN LIEU OF TAXES

2015 DOHH BUDGET SUMMARY

06/05/2015

	2014 ACTUAL	2014 BUDGET
Wages & Overhead	32,660	31,011
Wages & Overhead (Duty Officer)	60	970
CPP	992	365
EI	400	326
WCB	327	7,835
MIPP	8,277	825
MSPBC	499	358
UBCM Le&ADD	358	2,635
PBC Dental & EHC	2,278	6,538
Custodian: from GGS	6,717	6,500
Training & Development	5,000	30,000
Volunteer Stipend	20,000	20,000
Volunteer Training Course & Material	22,234	1,200
Custodian Expenses	1,200	0
Other Contracts	16,952	0
Communications - Phone, Fax, Internet, etc.	5,280	5,280
Natural Gas	2,559	2,486
Electricity	2,363	3,438
Membership & Dues	500	500
Fire Prevention	2,700	2,700
Public Relations	2,000	2,000
Postage	768	768
Courier & Freight	432	432
Insurance Volunteers	26,853	26,853
Office Supplies	4,200	4,200
Licenses & Permits	1,700	1,700
Equipment Rentals & Leases	11,770	31,780
Fuel, Oil, Lubricants	3,656	7,846
O&M Fire Hall	12,000	15,500
O&M Fire Equipment	3,000	3,000
Vehicle O&M/Repairs	30,000	30,000
Inspections	17,600	17,600
SCBA&C	7,000	5,100
Hazmat		
Materials & Supplies - other contracts	20,000	20,000
Contract Services	2,900	2,900
Out of Area Response Expenses	2,500	2,500
Equipment Rentals & Leases - Temple & IT Partners	4,129	
Total Fire Dept Expense	284,679	295,146
MUNICIPAL EMERGENCY PREPAREDNESS		
Wages & Overhead	16,330	15,505
Communications - Phone, Fax, Internet, etc	2,640	2,640
Natural Gas	437	292
Electricity	576	742
Postage	384	384
Courier & Freight	216	216
Staff Training & Development	2,000	2,000
Office Supplies	2,100	2,100
Equipment Rentals & Leases - Temple & IT Partners	2,065	1,370
Materials and Supplies	2,000	2,000
EOC facility supplies & materials		
Total Municipal Emergency Preparedness Expense	28,747	27,249
Total Protective Services Expense	207,860	322,395
	293,426	-322,395
	292,426	

PROTECTIVE SERVICES SURPLUS/(DEFICIT)

	2014 ACTUAL	2014 BUDGET
01-13-1301-5002	4,083	3,876
01-13-1301-5026	28,500	28,500
01-13-1301-5027	3,400	3,400
01-13-1301-5100	660	660
01-13-1301-5101	109	73
01-13-1301-5102	144	186
01-13-1301-5103	96	96
01-13-1301-5104	54	54
01-13-1301-5110	525	525
01-13-1301-5113	516	343
01-13-1301-5116	500	500
01-13-1301-5119	2,000	2,000
01-13-1301-5120	4,000	4,000
	<u>44,587</u>	<u>44,213</u>
TOTAL ANIMAL CONTROL EXPENSES		
BUILDING INSPECTION EXPENSES		
01-13-1302-5002	4,083	3,876
01-13-1302-5100	660	660
01-13-1302-5101	109	73
01-13-1302-5102	144	186
01-13-1302-5103	96	96
01-13-1302-5104	54	54
10-13-1302-5105	25,000	0
01-13-1302-5106	150	150
01-13-1302-5107	1,000	1,000
01-13-1302-5110	2,525	525
01-13-1302-5113	516	343
01-13-1302-5125	5,000	1,500
01-13-1302-5124	2,000	12,000
	<u>41,337</u>	<u>20,463</u>
TOTAL BUILDING INSPECTION EXPENSES		
LANDS		
01-16-1800-5307	30,000	80,000
01-16-1800-5107	50,000	75,000
01-18-1800-5303	10,000	25,000
01-16-1800-5304	0	1,000
	<u>90,000</u>	<u>181,000</u>
TOTAL LANDS DEVELOPMENT EXPENSES		
TOTAL BYLAW & LAND DEVELOPMENT EXPENSES		
	<u>229,931</u>	<u>294,557</u>
BYLAW & LANDS SURPLUS/(DEFICIT)		
	<u>206,531</u>	<u>-271,157</u>
PUBLIC WORKS BUDGET		
TOTAL PUBLIC WORKS REVENUE		
	69,120	81,590
	0	2,426
	0	914
	0	818
	0	1,506
	0	14,599
	0	3,797
	0	639
ADMINISTRATION		
01-14-1007-5002	80,000	81,590
01-14-1007-5009	2,480	2,426
01-14-1007-5010	979	914
01-14-1007-5011	818	818
01-14-1007-5012	1,506	1,506
01-14-1007-5020	14,314	14,599
01-14-1007-5013	3,797	3,797
01-14-1007-5014	639	639

	2014 ACTUAL	2014 BUDGET
01-14-1401-5113 Highway 97 Sign Rental	2,000	2,000
TOTAL PWROADS EXPENSES	238,577	250,761
AIRSTRIP MAINTENANCE		
01-14-1402-5102 Electricity (incl 7% inc)	2,537	2,129
01-14-1402-5110 Insurance	3,035	3,035
01-14-1402-5302 O&M Airstrip	2,000	4,000
TOTAL AIRSTRIPMAINTENANCE	7,572	9,164
GROUNDSKEEPER		
01-14-1706-5002 Wages & Overhead	34,693	37,258
01-14-1706-5009 CPP	1,438	1,407
01-14-1706-5010 EI	425	530
01-14-1706-5011 WCB	359	349
01-14-1706-5020 MPP	6,113	5,949
01-14-1706-5012 MSPBC		0
01-14-1706-5014 UBCM LIFE & ADD	264	264
01-14-1706-5013 PBC Dental & EHC	1,510	1,510
01-14-1706-5035 Lieu of Benefits		0
01-14-1706-5120 Materials & Supplies: bridges	2,500	2,500
Vehicle Fuel	2,311	0
TOTAL GROUNDSKEEPER EXPENSE	49,613	49,767
TOTAL PUBLIC WORKS EXPENSES	813,122	820,468
SURPLUS/(DEFICIT)	813,122	-820,468
ENVIRONMENTAL & PUBLIC HEALTH BUDGET		
ENVIRONMENTAL SERVICES REVENUE		
01-15-1500-4301 Residential Garbage Fees	48,822	-48,822
01-15-1500-4302 Business Garbage Fees	20,147	-20,147
TOTAL ENVIRONMENTAL REVENUE	68,969	-68,969
PUBLIC HEALTH		
01-15-1600-4304 Cemetery Fees	2,340	-2,340
01-15-1600-4305 Medical Services Group Doctor		-72,000
TOTAL PUBLIC HEALTH REVENUE	42,340	-74,340
TOTAL ENVIRO & PUBLIC HEALTH REVENUE	111,309	-143,309
ENVIRONMENTAL SERVICES EXPENSES		
01-15-1500-5002 Wages & Overhead	54,169	54,933
01-15-1500-5002 CPP	2,344	2,342
01-15-1500-SO0B EI	663	886
01-15-1500-5009 WEE	534	520
01-15-1500-5010 MPP	5,270	5,129
01-15-1500-5011 MSPBC	753	753
01-15-1500-5012 UBCM Life & ADD	228	228
01-15-1500-5013 PBC Dental & EHC	16,115	16,115
01-15-1500-5035 Lieu of Benefits	1,020	1,020
01-15-1500-5102 Electricity	89	89
01-15-1500-5110 Insurance - Vehicle	1,821	1,821
01-15-1500-5115 Vehicle O&M	6,120	6,120
01-15-1500-5114 Fuel, Oil, Lubricants	12,430	13,887
01-15-1500-5401 Landfill fees (Chetwynd)	27,000	27,000
01-15-1500-5402 Landfill clean up	13,500	13,500
01-15-1500-5403 Energy Plans & Projects	2,000	2,000

	2014 ACTUAL	2014 BUDGET
MSPBC	0	0
UBCM Life & ADD	365	365
PBC Dental & EHC	2,083	2,083
Lieu of Benefits	63	63
Communications - Phone, Fax, Internet, etc	3,402	3,402
Natural Gas	11,712	11,248
Electricity	30,554	28,584
Courier & Freight	500	500
Advertising	250	250
Professional Services	2,000	10,000
Insurance	7,687	7,687
Office Supplies	1,100	1,100
Fuel, Oils, Lubricants (incl 10% inc)	249	1,206
O&M Arena	7,200	56,800
	<u>92,815</u>	<u>188,735</u>
TOTAL ARENA EXPENSES	150,320	

SWIMMING POOL EXPENSES

Wages Seasonal	67,125	67,789
CPP	3,251	3,242
EI	822	1,230
WCB	680	677
MPP	1,581	1,539
MSPBC	0	0
UBCM Le & ADD	68	68
PBC Dental & EHC	390	390
Lieu of Benefits	1,275	1,275
Training & Development	3,000	3,000
Communications - Phone, Fax, Internet, etc	980	980
Natural Gas	19,031	15,330
Electricity	14,721	11,461
Courier & Freight	250	250
Professional Services	1,200	1,200
Insurance	4,236	4,236
Office Supplies	3,500	500
O&M Pool	7,210	12,894
	<u>56,327</u>	<u>126,061</u>
TOTAL SWIMMING POOL EXPENSES	138,385	

VISITOR INFORMATION CENTER EXPENSES

Wages Seasonal	22,922	22,922
CPP	1,135	1,135
EI	281	431
WCB	231	231
MSPBC	0	0
PBC Dental & EHC	850	850
Lieu of Benefits	1,000	1,000
Training & Development	2,177	2,177
Communications - Phone, Fax, Internet, etc	3,306	2,095
Electricity (incl 7% inc)	500	500
Postage	20,000	20,000
Publications (Hosting/Promotions)	1,000	1,000
Memberships & Dues	516	516
Insurance	1,000	1,000
Office Supplies	200	200
Uniforms	250	250
Materials & Supplies	250	250
Replacement Parts & Equipment	2,100	700
	<u>37,370</u>	<u>126,061</u>
TOTAL VISITOR INFORMATION CENTER EXPENSES	138,385	

	2014 ACTUAL	2014 BUDGET
SPECIAL EVENTS EXPENSES		
01-17-1708-5030 Special Events Wages	35,000	35,000
01-17-1708-5031 Special Events Expenses	21,210	33,710
01-17-1708-5032 Winter Carnival Expenses	20,000	20,000
Special Events Miscellaneous Supplies	750	0
Gymnastics	5,100	
Communications - Phone, Fax, Internet, etc	900	900
TOTAL SPECIAL EVENTS EXPENSES	82,960	89,610
MUSEUM EXPENSES		
01-17-1709-5038 Grant in Aid (Historical Society)	52,000	51,000
TOTAL MUSEUM EXPENSES	52,000	51,000
TOTAL RECREATION EXPENSES	758,387	813,454
RECREATION SURPLUS/(DEFICIT)	(641,537)	-705,004
ECONOMIC DEVELOPMENT BUDGET		
01-19-1900-4210 NDI Grant	35,000	0
TOTAL EDO REV	35,000	-20,000
01-19-1900-5002 Wages & Overhead	48,705	45,000
01-19-1900-5009 CPP	2,460	2,228
01-19-1900-5010 EI	713	846
01-19-1900-5011 WCB	488	473
01-19-1900-5020 MPP		7,250
01-19-1900-5012 MSPBC		1,506
01-19-1900-5014 UBCM LAs & ADD		192
01-19-1900-5013 PBC Dental & EHC		2,603
01-19-1900-5018 Training & Development	2,520	3,000
01-19-1900 MISC EXPENSE	2,000	2,000
01-19-1900 (2014 Business FeeBde Improvement)		20,000
TOTAL EDO EXP	55,367	85,098
EDO SURPLUS/(DEFICIT)	20,367	-65,098
GTF GAS TAX FUND		
01-10-1003-4208 Community Works Fund Agreement (Gas Tax)	88,971	0
GTF Interest	890	-2,055
from Deferred Revenue	300,850	0
TOTAL GAS TAX DEFERRED REVENUE	390,710	-92,850
01-10-1003-5708 GAS TAX EXPENSE	390,710	0
to/from Deferred Revenue Account for Lagoon Upgrade	390,710	0
TOTAL GAS TAX EXPENSE	390,710	0
TO/(FROM) GTF Deferred Revenue		0

2014 ACTUAL

2014 BUDGET

TO/(FROM) GENERAL CAPITAL FUNDS/RESERVES

I

Total Fund & Reserve Revenues 7,722,407

Total Fund & Reserve Expenses 7,722,407

Total Fund & Reserve Balance at Dec 31/14: 0

O&M SURPLUS FUNDS

WATER UTILITY FUND

Balance at Dec 31/14 = \$410,755

Water Operating Revenues

Water Operating Expenses

(to)/from Water Utility Fund Balance @ Dec 31/14 = \$410,755

Water Utility Fund Balance at Dec 31/15

Water Operating to/(from) Reserve

SANITARY SEWER FUND

Balance at Dec 31/14 = \$104,315

Sewer Operating Revenues

Sewer Operating Expenses

(to)/from Sanitary Sewer Fund Balance @ Dec 31/14 = \$104,315

Sanitary Utility Fund Balance at Dec 31/15

Sewer Operating to/(from) Reserve

GENERAL FUND

Balance at Dec 31/14 = \$3,717,896

General Operating Revenues

General Operating Expenses

(to)/from General Operating Fund (Balance @ Dec 31/14 = \$3,717,896)

\$3,717,896 + \$1,478,418 = \$5,196,314

General Operating Surplus/(Deficit) at Dec 31/15 B4 Capital Expenditures

General Fund sub-Balance at Dec 31/15

to Capital Works, M&E Reserve

General Fund Balance at Dec 31/15

CAPITAL WORKS RESERVE FUNDS

WATER CAPITAL WORKS RESERVE FUNDS, M&E

Balance at Dec 31/14 = \$925,767

WATER CAPITAL FUND Revenues

WATER CAPITAL FUND Expenses

(to)/from Water Capital Reserve

Appendix Balance BS	410,755
376,255	
104,315	
83,145	
3,717,896	
5,196,314	
4,557,354	
2,591,478	
625,787	

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johannson and Council
SUBJECT: Tax Rate Bylaw No. 850, 2015
DATE: 12 May 2015
FROM: Rhonda Eastman, Deputy Treasurer

RECOMMENDATION:

That: "Council to adopt the Tax Rate Bylaw No. 850, 2015. "

ADMINISTRATORS COMMENTS:

Tom Matus, Administrator

STAFF REPORT:

Report prepared by:



Rhonda Eastman, Deputy Treasurer

**District of Hudson's Hope
Schedule to 2015 Tax Rates Bylaw No. 850, 2015**

Property Class	Tax Rates (dollars of tax per \$1,000 of taxable value)			
	"A" District of Hudson's Hope	"B" Peace River Regional District	"C" Peace River Regional District (9-1-1)	"D" Peace River Regional Hospital District
1. Residential	3.5	0.1542	0.3853	0.5940
2. Utilities	24.0	0.5397	1.3486	2.0789
4. Major Industry	16.0	0.5243	1.3101	2.0195
5. Light Industry	16.0	0.5243	1.3101	2.0195
6. Business/Other	9.7	0.3778	0.9440	1.4553
8. Recreational/ Non Profit	3.0	0.1542	0.3853	0.5940
9. Farm	3.0	0.1542	0.3853	0.5940