

VILLAGE OF RADIUM HOT SPRINGS

AGENDA

REGULAR COUNCIL MEETING OF, JANUARY 25th, 2017.

PRESENT:

1. ORDER:

2. ADDITIONS TO AGENDA:

3. MINUTES:

(a) Council meeting minutes from January 11th, 2016.

4. DELEGATIONS:

(a) Maria Kliavkoff – Hospice Society

5. COMMITTEE REPORTS:

6. UNFINISHED BUSINESS / BUSINESS ARISING FROM THE MINUTES:

7. BYLAWS:

8. MISCELLANEOUS CORRESPONDENCE & REPORTS:

(a) 2016 Financial Department Update

9. NEW BUSINESS:

(a) Declaration of Official Election Results - 2017

(b) Oath of Office – Mike Gray

10. SUNDRY MATTERS & QUESTIONS:

11. NOTICE OF COMMITTEE, SPECIAL & CLOSED MEETINGS:

12. ADJOURNMENT:

VILLAGE OF RADIUM HOT SPRINGS

REGULAR COUNCIL MEETING MINUTES FROM JANUARY 11TH, 2017.

PRESENT: Mayor Clara Reinhardt, Councillors Verboom, McCauley, and Logan, Dave Dixon, Dale Shudra, Eric Elliott and Mark Read.

1. ORDER:

Mayor Reinhardt brought the meeting to order at 7:27 p.m.

2. ADDITIONS TO AGENDA:

Resolved, that we accept the agenda, as presented.
(Moved by Councillor McCauley) Carried.

3. MINUTES:

Resolved, that we approve the Council meeting minutes from December 14th, 2016, as circulated.
(Moved by Councillor Verboom) Carried.

4. COMMITTEE REPORTS:

Councillor McCauley attended a Radium accommodator's meeting. Concerns were expressed at the meeting regarding the winter maintenance of the pedestrian walkway connecting the Village section to the Parks Canada section. Staff will investigate.

5. MISCELLANEOUS CORRESPONDENCE & REPORTS:

Council confirmed that we will send the newly elect Councillor and Councillor McCauley to the LGLA Annual Leadership Forum.

Council received the 2016 WildsafeBC Annual Report, prepared by Andrea Smillie.

6. SUNDRY MATTERS & QUESTIONS:

Councillor Verboom thanked the Fire Department members, Village staff, and Council, for their efforts during the Village birthday celebration and fireworks show. The event was an amazing success. Fire Chief Dave Dixon advised that we received the highest level of donations for fireworks ever. Mayor Reinhardt also noted that the proposed new Community Hall construction received a very positive response from our secondary homeowners.

7. ADJOURNMENT:

The meeting was adjourned at 7:39 p.m.

HEREBY CERTIFIED CORRECT:

Mayor Clara Reinhardt

Clerk Mark Read

Memo

To: Mayor and Council

From: Karen Sharp, CFO

Date: January 25, 2017

Re: 2016 Finance Department Update

Message

Please find attached a report to Council for the 2016 activities of the Finance Department.

Respectfully submitted,



Karen Sharp, CFO

Report for Council

Status of Vadim Financial Software Conversion

- Just over a year of using Vadim and all programs/reports now operational. It did take to December 2016 to have all programs and reports converted.
- Transition from the 2.0 Vadim version to the 2.5 Vadim version went relatively smoothly (there was an additional learning curve for Vadim 2.5)
- Notable time savings experienced:
 - Cash receipting – anywhere between 20 mins to 2 hours saved a day (depends on amount of cash receipting)
 - Pet Licenses – renewal notices produced within 20 minutes versus 2 hours
 - Pre-Authorized payments – many residents have taken advantage of this new program. They are appreciative of the monthly budgeting option and automation. This also assists us with the monthly cash flow (currently over \$21,000 monthly)
 - Searching features throughout the various modules have been greatly enhanced
- Challenges faced were:
 - Running Utility notices – we have run notices five times with the process being changed each time creating new challenges.
 - Training challenges. Onsite training occurred when Vadim was initially installed. This was very good for the setup, however did not cover enough material for learning the processes. This was brought to the attention of Vadim and they have now provided us with one year of free online training. They offer several courses throughout the year which staff have been taking advantage of.
 - Online services – you may get feedback from clients that the online service is experiencing connectivity issues. We are aware of this and are tracking the issue to determine the cause as currently no apparent reason for why the program disconnects from the internet.

Asset Management Project

In November 2016, both Mark and I took a three-day course regarding Asset Management and how to begin tracking the Assets we currently own. The course and program has also given us access to a tracking tool called NAMS. Australia has been a leader in the Asset Management field and have created the tool which will address our needs and allow us to meet the UBCM Gas Tax requirements to continue to receive our Community Works Gas Tax Grant funds. Currently we have most of the data for our roads and will be using this as our starting point to work through the process. Mark has taken the lead on this project and I will work on the data entry in 2017.

Current Estimate of Surplus or (Deficit) *There are still various year end items to reconcile before the final figures can be provided ie: amortization expenses, capital costs & funding transactions, and invoices for 2016 are still coming in.

General Funds: Surplus of \$ 231,445

Water Funds: Surplus of \$ 127,683

Sewer Funds: Deficit of \$ (61,320)

Up and Coming Due Dates and Time Commitments:

These are over and above the regular monthly reporting requirements and monthly processes that are completed... PST returns, Budget Forecast report for Water Reservoir, Pre-Authorization Payments, etc.

January 23rd – 25th – Auditors audit Library (Auditors prepare Library Financial Statements) and Jumbo (Financial Statements to be prepared)

January 31st – Resort Municipality Initiative (RMI) Quarterly Report Due
– GST Quarterly Report Due

February 14th – 17th – Auditors audit Radium Hot Springs (Financial Statements to be prepared)

February 22nd – Auditor presents to Council

March – Budget Retreat
– Resort Municipality Initiative (RMI) Quarterly Report Due
– Next Progress Report for Water Reservoir Project Due

April – Tax rates and Five-year Budget to be finalized

May – Tax notices to be issued
– Ministry reports are due (for both Radium & Jumbo)

- Local Government Data (LGDE)
- Local Government Tax Data
- Statement of Financial Information (SOFI)
- Climate Action Revenue Incentive Program Report
- Climate Action/Carbon Neutral Progress Report

June – Resort Municipality Initiative (RMI) 2016 Annual Report Due

VILLAGE OF RADIUM HOT SPRINGS
DECLARATION OF OFFICIAL ELECTION RESULTS
LOCAL BY-ELECTION AND ASSENT VOTING – 2017

[COUNCILLOR]

I, Mark Read, Chief Election Officer, do hereby declare elected the following candidate, who received the highest number of valid votes for the office of Councillor.

GRAY, MIKE

[ASSENT VOTING]

I, Mark Read, Chief Election Officer, do hereby declare the question, which received the highest number of valid votes, for assent voting, for Loan Authorization (Community Hall) Bylaw No. 425, 2016.

YES

Dated at Radium Hot Springs, BC
this 16TH day of January, 2017.

Mark Read
Chief Election Officer
MARK READ

OFFICIAL RESULTS

VILLAGE OF RADIUM HOT SPRINGS

DETERMINATION OF OFFICIAL BY-ELECTION AND ASSENT VOTING RESULTS

2017

	Gray, Mike	Osborne, Tamara	Shudra, Dale	Yes	No
Advance Voting Opportunity: January 4th	26	1	25	48	4
General Poll: January 14th	85	10	81	102	73
Mail In Vote	4	3	3	8	2
TOTAL NUMBER OF VALID VOTES CAST	115	14	109	158	79

These are the official voting results as determined by the Chief Election Officer.



Chief Election Officer

MARK READ

JANUARY 16TH, 2017.

DATE

OATH OF OFFICE

CANADA)
PROVINCE OF BRITISH COLUMBIA)

I, _____, do solemnly affirm that:

I am qualified to hold the office of Councillor for the Village of Radium Hot Springs to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act* respecting vote buying or intimidation in relation to my election to the office;

I will faithfully perform the duties of my office and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

SWORN by the above named Councillor
before me at Radium Hot Springs,
British Columbia the _____ day of
_____, 2017.

_____) _____
_____) _____
_____) _____
_____) _____