



AGENDA

Committee of the Whole
to be held on February 10th , 2017 in the Council Chambers
Municipal Hall, 977 South Maquinna Drive

Call to Order Mayor Schooner at 10:30 a.m.

Mayor Schooner would like to acknowledge and respect that we are upon Mowachaht/Muchalaht traditional territory.

**Introduction of
Late Items** None.

**Approval of the
Agenda**

New Business 1 Presentation of the 2017-2021 Financial Plan and Capital Plan overview.

Adjournment

VILLAGE OF TAHSIS

Report to Committee of the Whole

To: Chair and Committee Members
From: Chief Administrative Officer
Date: Provisional 2017-2021 Financial Plan
Re:

PURPOSE OF REPORT:

Present the Provisional 2017-2021 Financial Plan (partial, see below)

DISCUSSION:

For Council's consideration for the initial discussion of the 2017-2021 Financial Plan, there are 3 attached documents:

- 1) Proposed expenditures by department and program, compared to the 2016 budget and final (unaudited) actuals (and subject to yearend adjustments);
- 2) Forecasted revenue also compared to previous year's budget and actuals; and
- 3) A comprehensive list of capital projects based on input from previous studies, staff and Council's previous commitments.

Each year, Council must consider and ultimately pass a 5 year Financial Plan Bylaw and Tax Rate Bylaw by May 15th. Over and above the statutory requirements, good governance requires Council to consider the long term financial sustainability of the community. A few basic questions may assist Council as it sets out to deliberate on this year's plan:

Does the plan....

- Ensure adequate funding for services and infrastructure?
- Include accessing diversified sources of revenue (other than taxation)?
- Manage expenditures by containing costs and seeking efficiencies?
- Provide for contingencies by managing risks and operating prudently?
- Maintain reserves for the future?
- Use debt strategically?

This year staff is presenting Council with an exhaustive list of capital projects with the aim of seeking Council's priorities amongst the list (or adding to or subtracting from the list). Ultimately the deliverable is to complete a 5 year capital plan with Class "C" or Class "D" estimates in order to begin the process of repairing and replacing the Village's infrastructure. The plan would greatly assist staff by providing them with a roadmap for the next number of years and giving them the reassurance that they are focusing on the priorities established by

the Village's elected representatives. A capital plan also demonstrates to local residents that their tax dollars are being used to demonstrably improve the quality of life in the community, beyond the day to day services provided by the municipality.

Although Tahsis has limited resources our financial position benefits from having no debt and having built up reserves over a number of years. Moreover, the Village has \$1.169m in prior years' surplus which could be leveraged to target priority capitals needs.

Staff are mindful that there is a considerable amount of detail in the attachments, so time will be spent at budget meetings providing the context and background to these spreadsheets.

Not included in the package are tax rate options including options for distributing any proposed tax increases across the range of property classifications.

POLICY / LEGISLATIVE REQUIREMENTS:

Community Charter s. 165(1), s. 197(1)

FINANCIAL IMPLICATIONS:

N/A

Respectfully submitted:



Mark Tatchell
Chief Administrative Officer

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Operating Revenue		2016 Budget	2016 Final(unaudited)	2017 Provisional
10-1-010-1001	Property Tax	\$ (645,209.00)	\$ (644,889.30)	\$ (652,000.00) 1.1% increase - as per 2016-2020 FP bylaw
10-1-020-1010	Federal Grant in Lieu of Taxes	\$ (10,000.00)	\$ (9,720.80)	\$ (10,000.00)
10-1-020-1020	1% In Lieu of Taxes	\$ (19,000.00)	\$ (21,460.28)	\$ (19,000.00)
10-1-020-1105	Small Communities Equalization Grant	\$ (301,000.00)	\$ (309,834.00)	\$ (325,000.00)
10-1-020-1111	SRD Grant	\$ (14,750.00)	\$ (48,180.75)	\$ (20,000.00)
10-1-020-1114	Summer Employment Fund	\$ (9,733.50)	\$ (4,942.35)	\$ (4,942.35)
10-1-020-1116	Emergency Preparedness	\$ (750.00)	\$ (750.00)	\$ (750.00)
10-1-020-1121	UBCM Community Grants	\$ -	\$ (11,166.17)	\$ -
10-1-020-1125	Federal Misc. Grants	\$ (500.00)	\$ -	\$ (250.00)
10-1-020-1300	Gas Tax Grants	\$ (64,000.00)	\$ (66,947.34)	\$ (64,000.00)
10-1-020-1801	Other Grants	\$ (10,000.00)	\$ -	\$ (10,000.00)
10-1-020-1805	Economic Dev Fund Grants	\$ (14,000.00)	\$ (14,365.00)	
10-1-020-1806	Economic Development	\$ -	\$ (5,000.00)	\$ -
10-1-025-1200	RC Building Rental Income	\$ (1,200.00)	\$ (3,582.50)	\$ (2,000.00)
10-1-025-1201	RC Fitness Programs	\$ (7,000.00)	\$ (6,127.00)	\$ (5,000.00) all fees and charges below subject to review
10-1-025-1202	RC Special Events	\$ (600.00)	\$ (508.99)	\$ (500.00)
10-1-025-1205	RC Specialty Courses Fees	\$ (250.00)	\$ (91.20)	\$ (80.00)
10-1-025-1210	RC Bowling, Youth and Adult	\$ (300.00)	\$ (172.70)	\$ (1,000.00)
10-1-025-1237	RC Concession Items	\$ (13,500.00)	\$ 13,775.27	\$ (13,500.00)
10-1-025-1460	RC Event Donation	\$ -	\$ (1,930.00)	\$ (2,000.00)
10-1-025-1801	RC Other Grants	\$ (3,000.00)	\$ (1,930.00)	\$ (2,500.00)
10-1-030-1240	Puddle Ducks Program Fees	\$ (4,000.00)	\$ (7,446.00)	\$ (6,000.00)
10-1-030-1241	Child Care Operating Fund	\$ (3,000.00)	\$ (1,668.60)	\$ (1,200.00)
10-1-030-1250	Other Income	\$ -	\$ (83.60)	\$ -
10-1-030-1270	Building Rental Income	\$ (28,300.00)	\$ (30,301.86)	\$ (25,000.00) library rental revenue will decrease in 2017
10-1-030-1271	PW Misc Revenue (HST)	\$ (2,000.00)	\$ (1,028.00)	\$ (1,000.00)
10-1-030-1451	Misc. Office Fees	\$ (1,200.00)	\$ (1,085.00)	\$ (1,000.00)
10-1-030-1500	Miscellaneous Revenue	\$ (3,000.00)	\$ (2,170.20)	\$ (33,000.00) sale of old firehall

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10-1-035-1250	Solid Waste User Fees	\$	(35,250.00)	\$	(38,170.81)	\$	(38,029.83)
10-1-041-1230	Website Advertising	\$	(2,000.00)	\$	(634.00)	\$	(4,000.00)
10-1-041-1266	Parking Passess	\$	(6,000.00)	\$	(4,308.46)	\$	(5,000.00)
10-1-041-1271	PW Misc Revenue (NO HST)	\$	(300.00)	\$	(260.00)	\$	(300.00)
10-1-041-1450	Rental - Hiab Crane	\$	(800.00)	\$	(130.00)	\$	(2,000.00)
10-1-041-1451	Miscellaneous Revenues	\$	-	\$	(3,516.08)	\$	(1,000.00)
10-1-041-1455	Recovery Revenue			\$	(7,999.46)	\$	-
10-1-045-1375	Penalties			\$	(17,915.81)	\$	- assume all taxes will be paid on time
10-1-045-1376	Tax Interest - Arrears			\$	(4,843.46)	\$	-
10-1-045-1377	Tax Interest - Delinquent	\$	-	\$	(2,425.53)	\$	-
10-1-050-1310	Building permits	\$	-	\$	(993.25)	\$	(1,000.00)
10-1-050-1312	Zoning applications	\$	(1,000.00)	\$	-	\$	(1,000.00)
10-1-050-1320	Dog Licences	\$	(120.00)	\$	(75.00)	\$	(100.00)
10-1-050-1321	Sign Permits			\$	(25.00)	\$	(100.00)
10-1-080-1400	Return on Investment	\$	(35,000.00)	\$	(26,091.56)	\$	(25,000.00)
10-1-080-1450	Bank Interest	\$	(2,500.00)	\$	(681.20)	\$	(300.00)
10-1-080-1460	Donations and Contributions	\$	-	\$	(2,187.60)	\$	(1,000.00)
	sub-total	\$	(1,239,262.50)	\$	(1,291,863.59)	\$	(1,278,552.18)
20-1-035-1350	Sewer User Fees	\$	(166,574.00)	\$	(110,947.01)	\$	(111,187.01)
30-1-030-1350	Water User Fees	\$	(145,284.00)	\$	(125,068.77)	\$	(125,068.77)
	Total	\$	(1,551,120.50)	\$	(1,527,879.37)	\$	(1,514,807.96)

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G/L #	Department	2016 Budget	2016 Final (unaudited)	2017 Provisional Budget	
Expenditures					
Legislative					
10-2-100-2001	Council Honorarium	\$ 30,100.00	30098.13 \$	30,702.00	
10-2-100-2080	Payroll Benefits	\$ 520.00	151.14 \$	530.40	
10-2-100-2100	Committee Expenses	\$ 1,000.00	1861.59 \$	1,020.00	
10-2-100-2105	Association Dues / Memberships	\$ 1,020.00	0 \$	1,040.40	
10-2-100-2110	Conferences & Conventions	\$ 5,000.00	531 \$	5,100.00	
10-2-100-2112	Travel	\$ 8,000.00	3945.57 \$	8,160.00	
10-2-100-2120	Council Grants/Bursaries	\$ 1,200.00	600 \$	1,224.00	
10-2-100-2135	Staff Appreciation	\$ 200.00	25 \$	204.00	
10-2-100-2193	Miscellaneous	\$ 1,000.00	474.85 \$	1,020.00	
10-2-100-2210	Telephone & Communications	\$ 1,200.00	1117.12 \$	1,224.00	
10-2-100-2242	Insurance - Legislative	\$ 500.00	7104.67 \$	510.00	2016 cost being investigated as part of year end
TOTAL		\$ 49,740.00	\$ 45,909.07	\$ 50,734.80	
Administration					
10-2-110-1930	Miscellaneous	\$ 4,000.00	\$ 57.29	\$ 4,080.00	
10-2-110-2010	Administrative Salaries	\$ 198,100.00	\$ 201,263.13	\$ 202,062.00	
10-2-110-2020	Building Support Salaries	\$ -	\$ 411.03	\$ -	
10-2-110-2080	Benefits & Payroll Charges	\$ 38,903.00	\$ 61,736.05	\$ 62,000.00	
10-2-110-2105	Association Dues	\$ 2,600.00	\$ 1,297.00	\$ 2,652.00	LGMA and GFOA BC mebership
10-2-110-2110	Conventions	\$ 800.00	\$ 3,476.50	\$ 816.00	UBCM and AVICC coded here rather than council budget
10-2-110-2111	Courses	\$ 1,000.00	\$ -	\$ 3,020.00	
10-2-110-2112	Travel	\$ 2,750.00	\$ 10,242.75	\$ 5,200.00	includes CAO moving costs
10-2-110-2121	Legal Fees	\$ 35,000.00	\$ 17,384.11	\$ 20,000.00	NSEDC wind up should reduce legal cost
10-2-110-2131	Advertising	\$ 3,200.00	\$ 5,715.41	\$ 3,264.00	
10-2-110-2190	Bank Fees	\$ 5,200.00	\$ 2,867.68	\$ 5,304.00	
10-2-110-2191	Cash Over/Short	\$	\$ 4.57	\$ -	
10-2-110-2193	Miscellaneous	\$ 1,000.00	\$ 3,106.21	\$ 5,000.00	
10-2-110-2200	Office Supplies/Printing	\$ 8,000.00	\$ 7,455.80	\$ 8,160.00	
10-2-110-2205	Postage & Freight	\$ 2,200.00	\$ 1,663.26	\$ 2,244.00	
10-2-110-2210	Telephone	\$ 7,650.00	\$ 5,689.19	\$ 7,803.00	
10-2-110-2212	Internet/Cable	\$ 1,550.00	\$ 1,382.04	\$ 1,581.00	
10-2-110-2215	Info Systems Operations & Maintenance	\$ 17,500.00	\$ 14,962.81	\$ 10,000.00	new PC's should reduce IT maintenance costs

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10-2-110-2216	Equipment (not capital)	\$	-	\$	2,241.30	\$	-	
10-2-110-2220	Equipment Maintenance	\$	1,500.00	\$	-	\$	1,530.00	
10-2-110-2230	Auditing	\$	30,000.00	\$	37,788.05	\$	30,600.00	Will issue audit RFP this spring for next year's audit includes Lisa Kristiansen and Cheryl Otting
10-2-110-2235	Contract Services	\$	7,000.00	\$	37,315.62	\$	20,000.00	
10-2-110-2240	Janitorial Services	\$	3,500.00	\$	3,384.00	\$	3,570.00	
10-2-110-2242	Insurance	\$	21,000.00	\$	(2,835.70)	\$	21,420.00	
10-2-110-2245	Municipal Hall Utilities	\$	5,200.00	\$	3,477.47	\$	5,304.00	
10-2-110-2250	Alarm Monitoring Service	\$	1,000.00	\$	3,202.50	\$	2,200.00	
10-2-110-2300	Municipal Hall Maintenance	\$	4,000.00	\$	797.01	\$	4,080.00	minor building repairs
10-2-110-4265	Bad Debts Written Off	\$	2,000.00	\$	3,192.18	\$	2,040.00	
10-2-110-9999	Unallocated Expenses	\$	-	\$		\$		
TOTAL		\$	404,653.00	\$	427,277.26	\$	433,930.00	true cost of employee benefits is the primary reason for increase

10-2-111-2350	Grants-Library	\$	12,380.00	\$	-	\$	11,946.00
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Fire department

10-2-121-1910	Reserve for Future Expenditure	\$	2,000.00	\$	-	\$	2,040.00	
10-2-121-2010	Salaries	\$	1,000.00	\$	105.79	\$	1,020.00	
10-2-121-2080	Benefits & Payroll Costs	\$	1,750.00	\$	498.49	\$	1,785.00	
10-2-121-2095	Volunteer Remunerations	\$	18,200.00	\$	12,919.25	\$	18,564.00	# of volunteers fluctuates
10-2-121-2110	Conferences & Conventions	\$	1,500.00	\$	-	\$	1,530.00	
10-2-121-2111	Courses & Seminars	\$	3,300.00	\$	-	\$	3,366.00	if required for operation of new truck
10-2-121-2112	Travel	\$	1,000.00	\$	-	\$	1,020.00	
10-2-121-2205	Postage & Courier	\$	100.00	\$	154.87	\$	102.00	
10-2-121-2210	Telephone and other communication	\$	4,000.00	\$	3,315.70	\$	3,000.00	
10-2-121-2212	Internet/Cable	\$	850.00	\$	906.10	\$	1,000.00	
10-2-121-2235	Fire Investigations	\$	8,500.00	\$	4,815.54	\$	5,000.00	
10-2-121-2242	Insurance & Licences	\$	7,330.00	\$	5,628.48	\$	7,476.60	
10-2-121-2245	Utilities	\$	6,200.00	\$	3,407.58	\$	6,324.00	
10-2-121-2247	Vehicle Fuel & Oil	\$	2,400.00	\$	2,007.09	\$	2,448.00	
10-2-121-2250	Alarm Monitoring Service	\$	900.00	\$	444.91	\$	1,000.00	
10-2-121-2255	Maintenance/Small Tools	\$	250.00	\$	-	\$	255.00	
10-2-121-2265	Protective Clothing	\$	5,000.00	\$	-	\$	5,100.00	
10-2-121-2270	Supplies & Materials	\$	2,500.00	\$	492.23	\$	2,550.00	

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10-2-121-2290	Equipment Maintenance	\$	5,000.00	\$	3,452.97	\$	5,100.00	
10-2-121-2292	Small Tool Replacement	\$	250.00	\$	47.91	\$	2,000.00	
10-2-121-2300	Building Maintenance	\$	1,200.00	\$	572.63	\$	1,224.00	
10-2-121-2320	Vehicle Servicing & Maintenance	\$	2,500.00	\$	6,164.23	\$	4,000.00	
	TOTAL	\$	74,880.00	\$	44,933.77	\$	75,904.60	
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10-2-122-2235	Building Inspection Contract Services	\$	8,000.00	\$	-	\$	8,160.00	SRD building inspection services
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	<u>Emergency Preparedness</u>							Does not include new activity or equipment
10-2-124-2001	Honorariums	\$	4,500.00	\$	4,687.50	\$	4,600.00	EPC
10-2-124-2080	Benefits and Payroll Costs	\$	-	\$	174.40	\$	200.00	
10-2-124-2110	Conferences & Conventions	\$	1,000.00	\$	174.06	\$	1,020.00	
10-2-124-2111	Courses & Seminars	\$	1,500.00	\$	99.95	\$	1,530.00	
10-2-124-2200	Office Supplies	\$	500.00	\$	188.00	\$	510.00	
10-2-124-2210	Telephone & Other Communication	\$	1,500.00	\$	1,186.98	\$	1,530.00	
10-2-124-2280	Miscellaneous	\$	100.00	\$	75.87	\$	102.00	
	TOTAL	\$	9,100.00	\$	6,586.76	\$	9,492.00	
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	<u>Public Works</u>							salary/benefits reflects current complement and additional staff for summer months
10-2-130-2010	Salaries	\$	65,000.00	\$	54,476.17	\$	60,000.00	
10-2-130-2080	Benefits & Payroll Costs	\$	23,040.00	\$	33,084.54	\$	30,000.00	
10-2-130-2095	On call remuneration	\$	-	\$	10,219.14	\$	9,500.00	continuing after hours service
10-2-130-2105	Association Dues	\$	510.00	\$	238.00	\$	520.20	
10-2-130-2110	Conferences & Conventions	\$	2,500.00	\$	60.31	\$	1,000.00	
10-2-130-2112	Travel	\$	3,000.00	\$	-	\$	1,000.00	
10-2-130-2200	Office Supplies	\$	300.00	\$	801.93	\$	306.00	
10-2-130-2210	Telephone & Communications	\$	2,300.00	\$	5,210.45	\$	6,000.00	
10-2-130-2212	Internet/Cable	\$	500.00	\$	997.92	\$	800.00	
10-2-130-2230	Contract Services	\$	5,000.00	\$	5,319.47	\$	5,100.00	HB Energy, McElhanney general engineering advice
10-2-130-2245	Building Utilities	\$	5,500.00	\$	4,187.82	\$	4,000.00	
10-2-130-2246	Propane	\$	2,300.00	\$	229.54	\$	500.00	
10-2-130-2247	Fuel	\$	-	\$	13,036.67	\$	15,000.00	2016 budget did not include fuel line item
10-2-130-2250	Alarm Monitoring Service	\$	2,000.00	\$	355.50	\$	500.00	
10-2-130-2255	Small Tools & Equipment	\$	800.00	\$	1,044.59	\$	500.00	

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10-2-130-2270	Supplies	\$	500.00	\$	3,887.76	\$	4,000.00	
10-2-130-2280	Miscellaneous	\$	500.00	\$	747.61	\$	1,000.00	
10-2-130-2300	Shop	\$	6,800.00	\$	810.42	\$	900.00	
10-2-130-2320	Vehicle Operation & Maintenance	\$	1,000.00	\$	417.84	\$	1,000.00	
	TOTAL	\$	121,550.00	\$	135,125.68	\$	141,626.20	
10-2-131-2010	PW Vehicles Salaries	\$	10,940.00	\$	8,790.31	\$	11,158.80	
10-2-131-2080	Benefits and Payroll Costs	\$	1,608.00	\$	1,286.58	\$	1,640.16	
10-2-131-2242	Public Works - Insurance	\$	6,900.00	\$	5,995.42	\$	7,038.00	vehicle insurance
10-2-131-2243	Vehicle Insurance	\$	10,050.00	\$	8,437.00	\$	10,251.00	
10-2-131-2320	Vehicle Operation & Maintenance	\$	25,000.00	\$	21,327.52	\$	20,000.00	vehicle inspections conducted off site
	TOTAL	\$	54,498.00	\$	45,836.83	\$	50,087.96	
10-2-132-2010	PW Road Salaries	\$	14,500.00	\$	19,986.20	\$	18,000.00	
10-2-132-2080	Benefit and Payroll Costs	\$	2,300.00	\$	3,111.72	\$	3,000.00	
10-2-132-2235	Engineering	\$	-	\$	4,993.70			McElhanney study last year
10-2-132-2300	Roads Maintenance	\$	10,000.00	\$	4,688.21	\$	8,000.00	
	TOTAL	\$	26,800.00	\$	32,779.83	\$	29,000.00	
10-2-133-2245	Street Lighting	\$	33,970.00	\$	27,622.96	\$	25,000.00	
10-2-134-2241	Bridge Maintenance	\$	2,000.00	\$	1,396.56	\$	2,040.00	
	Solid Waste							
10-2-135-2010	Solid Waste-Salaries	\$	13,280.00		7311.27	\$	12,000.00	
10-2-135-2080	Solid Waste - Payroll Benefits	\$	2,650.00		811.03	\$	2,000.00	
10-2-135-2193	Solid Waste - Miscellaneous	\$	500.00		0	\$	510.00	
10-2-135-2241	Solid Waste-Contracts	\$	3,000.00		0	\$	4,000.00	composting contract option
10-2-135-2270	Solid Waste-Supplies	\$	2,000.00		49.73	\$	1,000.00	
10-2-135-2940	Solid Waste - Transfer to Reserves	\$	5,000.00		0	\$	2,000.00	
	SUB TOTAL	\$	26,430.00	\$	8,172.03	\$	21,510.00	under-spent last year. Maintained budget level to accommodate diversion options
10-2-136-2010	Recycling PW Trades	\$	10,120.00		6780.42	\$	10,000.00	
10-2-136-2080	Benefits	\$	1,250.00		1034.05	\$	1,000.00	
10-2-136-2275	Solid Waste - Recycling Removal Contra	\$	200.00		0	\$	204.00	

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SUB TOTAL	\$	11,570.00	\$	7,814.47	\$	11,204.00	costs recoverable from CSWM
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TOTAL	\$	38,000.00	\$	15,986.50	\$	33,714.00	
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Harbour

10-2-137-2021	Harbours trades		0	\$	2,286.96	\$	-
10-2-137-2080	Benefits and payroll costs		0	\$	290.05	\$	-
10-2-137-2235	H&W contracted services			\$	11,544.03	\$	10,000.00
10-2-137-2242	Insurance	\$	12,000.00	\$	12,411.74	\$	12,000.00
10-2-137-2245	Harbour Utilities	\$	3,500.00	\$	4,922.90	\$	5,000.00
10-2-137-2280	Miscellaneous	\$	1,000.00	\$	124.58	\$	1,020.00
10-2-137-2300	H&W repairs	\$	-	\$	767.74	\$	
	TOTAL	\$	16,500.00	\$	32,348.00	\$	28,020.00

2016 structural inspection and reports on government dock and grant application prep. Commitment for further work, if needed

Heliport

10-2-138-2242	Heliport Insurance		2,000.00	\$	1,702.16	\$	2,040.00
10-2-138-2245	Heliport Electricity	\$	1,300.00	\$	184.18	\$	500.00
10-2-138-2300	Heliport Other Maint. Materials	\$	550.00	\$	109.58	\$	100.00
	TOTAL	\$	3,850.00	\$	1,995.92	\$	2,640.00

Recreation

10-2-140-2010	Program Salaries		95,640.00		95591.15		110,000.00
10-2-140-2020	Support Trades Salaries	\$	12,400.00		12661.52	\$	13,200.00
10-2-140-2080	Benefits & Payroll Costs	\$	17,350.00		21594.14	\$	22,000.00
10-2-140-2105	Association Dues	\$	500.00		474	\$	550.00
10-2-140-2111	Courses	\$	5,200.00		0	\$	1,000.00
10-2-140-2112	Travel	\$	500.00		2120.63	\$	1,800.00
10-2-140-2192	Debit Machine/Cash Shortages	\$	1,000.00		10.19	\$	20.00
10-2-140-2200	Office Supplies	\$	1,500.00		712.84	\$	850.00
10-2-140-2205	Postage & Courier	\$	2,200.00		2206.3	\$	2,200.00
10-2-140-2210	Telephone	\$	2,400.00		2085.58	\$	2,000.00
10-2-140-2212	Cable/Internet	\$	2,300.00		1940.12	\$	1,900.00
10-2-140-2230	Specialty Programs	\$	-		-	\$	500.00
10-2-140-2240	Contract Services-Janitorial	\$	5,500.00		9542.5	\$	8,500.00
10-2-140-2241	Contracted Repairs	\$	500.00		1091.83	\$	1,500.00
10-2-140-2242	Insurance	\$	14,500.00		14378.44	\$	14,000.00

Salary flex to handle staff transition/restructuring

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10-2-140-2245	Building Utilities	\$	34,000.00		29650.68	\$	24,000.00	energy efficient actions - LED lighting
10-2-140-2246	Building Propane	\$	5,000.00		7122.04	\$	8,500.00	
10-2-140-2250	Community Centre Alarm Monitoring	\$	750.00		414.75	\$	400.00	
10-2-140-2255	Equipment Maintenance	\$	250.00		369.92	\$	255.00	
10-2-140-2260	Chemicals	\$	3,500.00		4054.07	\$	4,800.00	
10-2-140-2261	Concession Consumable for Resale	\$	6,000.00		6228.56	\$	6,000.00	
10-2-140-2265	Civic events	\$	-		9307.15	\$	-	Tahsis Days (2016)
10-2-140-2270	Supplies	\$	1,400.00		555.27	\$	1,428.00	
10-2-140-2280	Miscellaneous	\$	4,000.00		1493.37	\$	4,080.00	
10-2-140-2300	Building Misc. Materials	\$	3,000.00		1364.19	\$	3,060.00	
10-2-140-2310	Community Centre Repairs Contracted	\$	-		460.39	\$	-	capital budget items
10-2-140-2321	Pool Maintenance	\$	-		1803.48	\$	-	

TOTAL	\$	219,390.00	\$	227,233.11	\$	232,543.00
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Parks

10-2-143-2010	Staff Salary	\$	20,200.00	\$	19,848.74	\$	20,604.00
10-2-143-2080	Benefits & Payroll Costs	\$	2,270.00	\$	2,351.26	\$	2,315.40
10-2-143-2270	Const & Maintenance Materials	\$	1,500.00	\$	-	\$	1,530.00
10-2-143-2280	Miscellaneous	\$	2,000.00	\$	77.00	\$	2,040.00
10-2-143-2310	Contract Services	\$	2,200.00	\$	-	\$	2,244.00

TOTAL	\$	28,170.00	\$	22,277.00	\$	28,733.40
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Landfill

10-2-144-2010	Wages - Landfill	\$	18,990.00		18428.28	\$	19,369.80
10-2-144-2080	Benefits - Landfill	\$	3,420.00		2264.59	\$	3,488.40

TOTAL	\$	22,410.00	\$	20,692.87	\$	22,858.20
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Museum Building

10-2-145-2020	Staff Salaries	\$	100.00	\$	-	\$	102.00
10-2-145-2021	Summer Staff	\$	-	\$	-	\$	-
10-2-145-2080	Benefits & Payroll Costs	\$	20.00	\$	-	\$	20.40
10-2-145-2210	Telephone / Communications	\$	1,500.00	\$	1,176.88	\$	1,530.00
10-2-145-2245	Building Utilities	\$	1,650.00	\$	1,618.32	\$	1,683.00
10-2-145-2250	Alarms	\$	500.00	\$	359.40	\$	510.00
10-2-145-2270	Miscellaneous	\$	100.00	\$	-	\$	102.00
10-2-145-2280	Conservation Materials	\$	100.00	\$	-	\$	102.00
10-2-145-2300	Building Maintenance	\$	250.00	\$	149.46	\$	255.00

TOTAL	\$	4,220.00	\$	3,304.06	\$	4,304.40
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Info Centre

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10-2-146-2021	Info Centre Summer Staff	\$	6,489.00	\$	9,794.39	\$	9,794.39	2 summer students
10-2-146-2080	Info Centre Benefits	\$	1,352.00	\$	363.21	\$	363.21	
10-2-146-2270	Operating Supplies	\$	200.00	\$	56.33	\$	204.00	
	TOTAL	\$	8,041.00	\$	10,213.93	\$	10,361.60	
	<u>Economic Development</u>							
10-2-152-2105	Shellfish Harvesting License Expenses	\$	1,000.00	\$	937.84	\$	1,020.00	
10-2-152-2131	Website Development	\$	14,000.00	\$	14,898.90	\$	1,500.00	
10-2-152-2230	Professional Services	\$	5,000.00	\$	-	\$	5,000.00	
10-2-152-2235	Trail project			\$	39,729.99	\$	30,000.00	contribution to RD and ICET funding programs
	TOTAL	\$	20,000.00	\$	55,566.73	\$	37,520.00	
	<u>Puddle Duck Program</u>							
10-2-160-2010	Puddle Duck Program Salaries	\$	26,564.00	\$	24,409.31	\$	27,095.28	
10-2-160-2080	Benefit & Payroll Costs	\$	2,200.00	\$	1,848.08	\$	2,244.00	
10-2-160-2111	Courses	\$	500.00	\$	-	\$	510.00	
10-2-160-2280	Program Supplies	\$	250.00	\$	260.58	\$	255.00	
10-2-160-2300	Facility Maintenance	\$	100.00	\$	35.12	\$	102.00	
	TOTAL	\$	29,614.00	\$	26,553.09	\$	30,206.28	
	<u>Sewer Operations</u>							
20-2-200-2235	Consulting Services	\$	7,500.00	\$	-	\$	7,200.00	see capital budget
20-2-200-2242	Insurance - Sewer	\$	20,500.00	\$	13,421.57	\$	14,000.00	
20-2-202-2010	Sewer - Salaries	\$	15,400.00	\$	22,089.58	\$	23,000.00	
20-2-202-2080	Sewer - Payroll Benefits	\$	2,870.00	\$	3,711.35	\$	3,700.00	
20-2-202-2230	Contract Services - Engineering	\$	12,500.00	\$	12,537.50	\$	15,000.00	
20-2-202-2241	Sewer - Repairs & Maintenance	\$	12,000.00	\$	645.73	\$	1,000.00	
20-2-202-2245	Sewer - Utilities	\$	34,000.00	\$	36,216.56	\$	36,000.00	
20-2-202-2250	Sewer - Alarm Monitoring	\$	12,500.00	\$	5,250.68	\$	5,200.00	
20-2-202-2255	Plant Equipment Repair	\$	2,000.00	\$	11,637.84	\$	3,000.00	
20-2-202-2260	Sewer - Waste Water Treatment	\$	3,800.00	\$	3,238.66	\$	4,000.00	
20-2-202-2270	Sewer - Supplies	\$	2,000.00	\$	1,308.03	\$	1,500.00	
20-2-202-2280	Sewer - Miscellaneous	\$	200.00	\$	98.50	\$	100.00	
	TOTAL	\$	125,270.00	\$	110,156.00	\$	113,700.00	
	<u>Water Operations</u>							
30-2-210-2242	Insurance-Water	\$	11,000.00	\$	7,621.56	\$	8,000.00	
30-2-212-2080	Water-Payroll Benefits	\$	8,110.00	\$	10,733.75	\$	12,000.00	

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30-2-212-2110	Water-Salaries	\$	45,060.00	\$	59,862.68	\$	50,000.00	
30-2-212-2111	Courses & Seminars	\$	2,500.00	\$	1,538.00	\$	5,000.00	
30-2-212-2205	Water Supplies Freight	\$	5,000.00	\$	3,291.23	\$	3,000.00	
30-2-212-2245	Water-Utilities	\$	5,000.00	\$	11,155.37	\$	10,000.00	leaks, increased pumping activity
30-2-212-2250	Water-Alarm Monitoring	\$	3,000.00	\$	1,732.49	\$	2,000.00	
30-2-212-2260	Water-Chlorine	\$	2,500.00	\$	2,688.09	\$	2,000.00	
30-2-212-2270	Water-Supplies	\$	7,000.00	\$	1,656.48	\$	2,000.00	
30-2-212-2280	Trans & Distrib Supplies and Freight	\$	2,500.00	\$	451.90	\$	1,000.00	
30-2-212-2300	Water-Repairs & Maintenance	\$	2,000.00	\$	10,309.70	\$	3,000.00	2016 costs associated with well impleme
	TOTAL	\$	93,670.00	\$	111,041.25	\$	98,000.00	

WATER

Where possible water pipe projects should piggy back on roads projects

RENEWAL - REPLACEMENT WITH LIKE FOR LIKE FOR ASSETS THAT ALREADY EXIST, REHABILITATION, OR RECONSTRUCTION
 UPGRADE - EXPAND LOS ON EXISTING ASSETS
 NEW - NOT IN THE CURRENT LOS OR ARE CREATED TO SUSTAIN THE LOS FOR ALL CITIZENS WHEN LG EXPERIENCES GROWTH/DEVELOPMENT

Project #	DEPT	Project Title	Assets Targeted	Objectives	Actions Required	Safety Issue	Level of Service Issue	Asset Group Priority Rating	COST ESTIMATE	Inside asset groups Related Projects	Outside asset groups Related Projects
1	PW	Acoustic Detection Investigation	transmission pipes	Identify locations and assess extent of water leaks	renewal assessment			1		none	
2	PW	Community Water Conservation	water meters	Improved: * water conservation, * energy efficiency * fairness to users	new addition			2	Total 427,103 after grant portion 87,714	acoustic	ROADS
3	PW	Linking Reservoir & Pump House Scada's to Well House	South Reservoir	Increase management efficiency	upgrade						
4	PW	Check Valve for N. Reservoir	North Reservoir	Increase system pressure	renewal					sonic eye	
5	PW	AC Water Main Replacement	pipe network	Avoid further issues due to very old pipes	renewal					acoustic	ROADS
6	PW	Water Main Redirection	Pipes	Loop Alpine View Water Line to Head Bay Rd	new addition					acoustic	
7	PW	Paint North Reservoir	North Reservoir	Extend remaining useful life	renewal					none	

BUILDINGS & OTHER STRUCTURES

Project #	DEPT	Project Title	Assets Targeted	Objectives	Actions Required	Safety Issue	Level of Service Issue	Asset Group Priority Rating	COST ESTIMATE	Inside asset group Related Projects	Outside asset groups Related Projects
1	PW	Government Dock Fire Damage	Government Dock & Finger	Resolve Fire Damage as per McElhanney 2016 assessment	renewal						
2	PW	Government Dock & Finger Structure	Government Dock & Finger	Determine and cost non-fire-related repair/replacement actions.	renewal planning						
3	PW	Government Dock & Finger Buildings	Government Dock & Finger	Determine and cost non-fire-related repair/replacement actions and/or upgrading.	renewal &/or upgrading planning						
4	PW	Dual purpose Picnic/Tsunami Facility	Playground/Park @ intersection of Tipperary & Resolution	Tsunami appropriate emergency marshalling area that will also service as a picnic facility	upgrade & addition of new						
5	PW	Tin Roof for Old Intake Building	Roof	Reduce wear & tear and performance of instruments due to humidity	upgrade to tin roofing						
6	PW	Tin Roof for Valve House Building	Roof	Reduce wear & tear and performance of instruments due to humidity	upgrade to tin roofing						
7	REC	Recreation Center & Grounds Assessment (listed roughly in order of priority determined by Strathcove Regional District building inspector)	Plumbing & Pool	Hire a pool specialist to address leak problem	assessment						
8	REC		Ext. cladding, roofing, windows & doors	Extensive renovation of the exterior of the building	renewal/upgrade						
9	REC		Above grade walls & structure	Fixing uneven floor in concession & daycare area & outdoor walking services	renewal or upgrade	yes					
10	REC		Interior finishes	Address stair handrails, uneven surface of gym, concession & daycare, adjust doors & frames, insulate attic space (easy cost savings)	renewal/upgrade	yes					
11	REC		Drainage & landscape	Monitor roof drains to prevent clogs, install system to direct water away from the foundation of pool and bowling alley, level worst areas of parking lot	renewal/upgrade						
12	REC		Foundation & floors	Address minor wall plate and stud rot damage along S & E side of gym and storage room	renewal						

SANITARY SEWER

Project #	DEPT	Project Title	Assets Targeted	Objectives	Actions Required	Safety Issue	Level of Service Issue	Asset Group Priority Rating	COST ESTIMATE	Inside asset groups Related Projects	Outside asset groups Related Projects
1	PW	Sanitary Sewer System Optimization_Treatment	Treatment plants	Infrastructure & condition assessment to inform the optimization of the system	assessment to determine renewal/upgrade/new				Total 299,000 after grant portion 25,000		
2	PW	Sanitary Sewer System Optimization_Lift Stations	Lift Stations								
3	PW	Sanitary Sewer System Optimization_Pipes	Pipes - PVC and AC								ROADS

STORM SEWER

Where possible STORM SEWER projects should piggy back on roads projects

Project #	DEPT	Project Title	Assets Targeted	Objectives	Actions Required	Safety Issue	Level of Service Issue	Asset Group Priority Rating	COST ESTIMATE	Inside asset groups Related Projects	Outside asset groups Related Projects

ROADS

RATINGS below
BY PW and
engineer in 2016

Project #	DEPT	Project Title	Assets Targeted	Objectives	Actions Required	Safety Issue	Level of Service Issue	Asset Group Priority Rating	COST ESTIMATE	Inside asset group Related Projects	Outside asset groups Related Projects
1	PW	South Maquinna marina vicinity	road surface and structure	resurfacing of existing road with minor restructuring	renewal			1	Project Range - \$102,000 to \$455,000 plus potential over excavation costs		Water - acoustic findings
			retaining wall	construction of new retaining wall to stabilize the road	new addition						
2	PW	South Maquinna at intersection with Barnacle Beach	retaining wall	construction of new retaining wall to stabilize and support the road	new addition			2	Project Range - \$89,000 to \$455,000 plus potential over excavation costs		Water - acoustic findings
			road surface and structure	restructuring and resurfacing of S.Maquinna at intersection	renewal						
			road grade	raise grade of BB to align with newly structured S.Maquinna.	renewal						
3	PW	South Maquinna at rear entrance to village office	road surface and structure	resurfacing of existing road with minor restructuring	renewal			3	Project Range - \$80,000 to \$455,000 plus potential over excavation costs		Water - acoustic findings
			new retaining wall	construction of new retaining wall to stabilize the road	new addition						
4	PW	Rugged Mountain restabilization	road surface and structure	resurfacing and/or reconstruction (project needs more information around stability issue before going ahead)	renewal	Yes		4	760 m 684,000 to 1,296,000		Water - acoustic findings
5	PW	North Maquinna at Strange	road surface	construction of asphalt surface to upgrade rural LOS (sinking at corner with Strange)	upgrade			5	1120 m 1 M		Water - acoustic findings

ROADS

RATINGS below
BY PW and
engineer in 2016

Project #	DEPT	Project Title	Assets Targeted	Objectives	Actions Required	Safety Issue	Level of Service Issue	Asset Group Priority Rating	COST ESTIMATE	Inside asset groups Related Projects	Outside asset groups Related Projects
6	PW	Alpine road - continuance of 2009 road replacement	road works	Replacement of roadworks (Section fixed in 2009 is showing same issues again)	renewal or upgrade			6	Replacement of entire network of roadworks, waterworks, sanitary and storm sewer = 1.6 M Above assumes no significant excavation or infill with quality material is required. Cost per meter of road = \$1700. Disposal of 845 m of road		Water - acoustic findings
7	PW	Princess Victoria View resurfacing	road surface	resurfacing to maintain LOS	renewal			7	190 m 171,000		Water - acoustic findings
8	PW	Nicolaye resurfacing	road surface	resurfacing to maintain LOS	renewal				40 m 36,000		
9	PW	Discovery Crescent rebuild shoulder	road shoulder	30m rebuild of spalled shoulder to maintain LOS	renewal			8	30 m 270,000		
10	PW	Tootouch Place resurfacing	road surface	resurfacing to maintain LOS	renewal				235 m 211,500		

EQUIPMENT

Project #	DEPT	Project title	Assets Targeted	Objectives	Actions Required	Safety Issue	Level of Service Issue	Asset Group Priority	COST ESTIMATE	Inside asset group Related Projects	Outside asset groups Related Projects
1	FD	Pumper/tanker & components	1995 Pumper/Tanker	Meet <=20 year age limit regulations for first line pumper/tanker	upgrade	yes	yes	1	2017 est. 325,000		
	FD		Pumper/Tanker components	?	upgrade or new?	?	?				
3	FD	10 used 2002 series scba's	10 SCBA's (self contained breathing apparatus)	Replace 1992 SCBA's whose lifecycle is at an end and difficult to repair/refurbish as used parts are to find.	renewal	yes	no		15,000		
4	FD	Rescue & emergency response truck	2 Trucks	Consolidate 1) unreliable 1993 Suburban and 2) ready for retirement 1980 Ford Rescue truck and replace with 3) a single F-35D equipped for both emergency response and rescue	upgrade & new addition	?	yes		60,000		
5	FD	Hydraulic rescue tool	Hydraulic rescue tool	Replace heavy, ineffective, difficult to repair/refurbish tools with a single electric hydraulic combination tool (spreader/cutter/power pack) capable of cutting modern high strength alloys.	upgrade	yes	yes		12,000		
6	PW	Loader	930G Loader	Assessment to specify, prioritize and cost needed maintenance, repairs, and replacement.	renewal	yes	yes				
7	PW	Working truck & accessories	Truck	Acquire single axel Dually Truck, F-550 or so, to consolidate and upgrade maintenance & hauling assets	upgrade & renewal	yes	yes				
	PW		Dump Box								
	PW		Snow blade								
	PW		Sander								
8	PW	Street sweeper	Sweeper	Upgrade to self-propelling unit with more pressure	upgrade	no	yes				

EQUIPMENT cont'd

Project #	DEPT	Project title	Assets Targeted	Objectives	Actions Required	Safety Issue	Level of Service Issue	Asset Group Priority	COST ESTIMATE	Inside asset group Related Projects	Outside asset groups Related Projects
9	PW	Staff transport truck	2 half ton trucks	Provide transportation for PW team to improve responsiveness & efficiency.	new	yes	yes				
10	PW	Lighting improvements	Street Lights	Functional assessment & upgrade to LED to improve visibility and improve financial efficiency.	assessment & upgrade	yes	yes				
	PW		Dock Lights								
	REC		Rec Centre Lights								
11	REC	Recreation Equipment	Swim course and aqua fit equipment	Increase benefits to Users	renewal or upgrade	no	yes				
13	REC	Pool Access	Portable pool stairs	Improve appearance and tighten up	renewal	no	yes				
14	REC	IT Upgrade	2 Computers & 2 Monitors	Upgrade to align with VOT IT standards	Upgrade	no	yes				
16	REC	New Software	Adobe, In Design software Licences	Currently using staff owned software to produce communications materials	New	no	yes				
15	REC	TV Upgrade	Gym TV	Upgrade to increase user satisfaction	Upgrade	no	yes				
17	REC	4 Wall Clocks	Pool, gym, front desk, and meeting room wall clocks	Increase visibility and reliability	Upgrade	no	yes		350		