



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

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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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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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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10-2-130-2270	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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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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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	

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						

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	Outside asset groups
										Related Projects	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

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				