

FINANCE COMMITTEE MEETING – MINUTES

VILLAGE OF ANMORE

Minutes of the Finance Committee Meeting held on Monday,
January 23, 2017 in Council Chambers at Village Hall,
2697 Sunnyside Road, Anmore, BC



COMMITTEE MEMBERS PRESENT

Mayor John McEwen
Councillor Ryan Froese
Councillor Ann-Marie Thiele
Councillor Kim Trowbridge
Councillor Paul Weverink
Nick Cheng
Mark Roberts

COMMITTEE MEMBERS ABSENT

Nil

OTHERS PRESENT

Juli Kolby, Chief Administrative Officer
Christine Milloy, Manager of Corporate Services
Jason Smith, Manager of Development Services

1. CALL TO ORDER

Chair McEwen called the meeting to order at 7:07 p.m.

2. APPROVAL OF THE AGENDA

It was Moved and Seconded:

“That the Agenda be approved as circulated.”

Carried Unanimously

3. MINUTES

(a) **Minutes of the Meeting held on October 24, 2016**

It was Moved and Seconded:

**“That the Minutes of the Finance Committee Meeting held on
October 24, 2016 be adopted.”**

Carried Unanimously

4. BUSINESS ARISING FROM THE MINUTES

Item 4 – Council requested an update on this matter (February 22, 2016 item 8a). Staff replied that final numbers would be available after the year-end audit is complete.

5. UNFINISHED BUSINESS

Nil

6. NEW BUSINESS**(a) Banking and Investment Services – Request for Proposals (Draft)**

Juli Kolby presented the Banking and Investment Services RFP (Draft), to be issued on January 30, 2017. Highlights of discussion with the Committee are noted as follows:

- Committee agreed with the weighting of evaluation criteria (section 3.1)
- Include a disaster and business continuity plan
- Most financial institutions limit insurance to \$100,000; credit unions will provide 100% insurance coverage
- RFP could request proponents to demonstrate economies of scale by outlining why it would be advantageous for them to provide both banking and investment services rather than provide individual services
- Anmore Investment Policy addresses equities exposure and types of equities; Anmore uses GFOA parameters
- Correction needed on page 20 where it references “North Cowichan”
- BC Bid summary will advise applicants that they will have the ability to submit a proposal for offer of one or both services (i.e. banking and investment)
- Cheque scanners are available, but the costs are high
- Should consider different investment strategies
- Meet minimum account balance to receive associated benefits

It was Moved and Seconded:

“That the Finance Committee recommends moving forward with the RFP for banking and investment services, as amended.”

Carried Unanimously

(b) 2017 Budget Pre-Approval Requests

Juli Kolby presented her report dated January 18, 2017. Highlights of discussion with the Committee are noted as follows:

Project 1 – Records Management System Implementation

- A specialized hire/consultant is required; not a basic clerical position
- Will address staff frustrations of not being able to find records
- Will ensure that key permanent records are addressed
- Members expressed consent for the importance of this project

It was Moved and Seconded:

“THAT the 2017 project number one for \$35,000 be approved as recommended in the report dated January 18, 2017 from the Chief Administrative Officer regarding 2017 Budget Pre-Approval Requests.”

Carried Unanimously

Project 2 – Village Bylaw Updates

- Consider including performance criteria to ensure that the project is completed
- Consider RFP process instead of staff hire, for greater accountability of work
- There is already value in that staff is capable of undertaking this work
- Staff is concerned that the level of building activity is a deterrent to available time for this work to be done by staff
- Outdated bylaws could pose a risk to the Village
- The Village may need to reduce its service levels to builders to ensure that this work can be done by staff
- A hybrid approach may need to be utilized
- Staff anticipates hiring someone who has the specialized knowledge of bylaw enforcement
- The CAO could use the \$40,000 amount at her discretion for this project
- Members expressed dissenting views for this project

It was Moved and Seconded:

“THAT the 2017 project number two be approved as recommended in the report dated January 18, 2017 from the Chief Administrative Officer regarding 2017 Budget Pre-Approval Requests.”

Carried

Mayor McEwen opposed

Project 3 – Council Chambers & Office Chairs

- Members expressed consent for staff to purchase new chairs for office staff
- Members opposed the purchase of new chairs for Council Chambers, including chairs for meeting participants and the audience

It was Moved and Seconded:

“THAT the 2017 project number three be approved, as amended, as recommended in the report dated January 18, 2017 from the Chief Administrative Officer regarding the 2017 Budget Pre-Approval Requests, to a maximum of Five Thousand Dollars (\$5,000).”

Carried Unanimously

Project 4 – 2017 Engineering Design Costs

- Staff reported an estimated cost of \$16,000 for engineering design work for the following roadworks:
 - Improvements to Ma Murray Lane and East Elementary Road
 - Paving of small segment of East Road where washouts had occurred, and culvert clean-out
 - Replacement of wooden pedestrian bridge on Sunnyside Road near Eaglecrest Drive
 - Repairing swale that was installed on Heron Way
 - Replacement of retaining wall at East Road and Kinsey Drive
- Members conveyed the following concerns:
 - Strong Road and Thomson Road are not included in the list of priority road works here
 - It is difficult to approve the project not knowing what will happen with other projects
 - It doesn't make sense to focus efforts on roads with only a few houses nearby; Sunnyside Road, from Alder Way to Ludlow Lane, needs to be addressed first
 - Safety should be given to priority areas

Action item: Committee requested staff to report back with additional information.

Project 5 – Kinsey Retaining Wall Relocation

- Staff reported that the lock blocks are confirmed to be on Village property and that there is partial responsibility for the Village to move the retaining wall.

It was Moved and Seconded:

“THAT Finance Committee refer projects number 4 and 5 for consideration as part of the 2017 5-Year Financial Plan discussions, with input from our engineer, Chris Boit, as to any safety priorities.”

Carried Unanimously

Chair McEwen reported that the Village needs to revisit service levels, and consider allocating funds for purchase of a backhoe. Staff conveyed that the upfront cost of the backhoe and related training costs are quite high.

Action item: Committee requested staff to research the cost of a used machine, related training/certification requirement and costs, and the typical cost to the Village to hire contractor(s) for related works.

Project 6 – New Website & Platform

- The previously purchased website platform might not be secure enough for the Village; the fix to make it secure would require enhanced IT resources
- Ion Design provided a rough cost estimate of \$30,000 to move the old website to a secure platform
- Staff cautioned that prior research showed that using a WordPress site would likely involve additional costs and staff time
- The website is an important tool for the Village
- Member proposed adding a new line item to the budget called ‘Website Maintenance and Development’ and creating a long-term plan as websites should not be created and then left alone; they need to be maintained
- Members expressed that the following are the desired upgrade priorities: branding overlay; ability for online payments; and an email distribution list for communication to residents
- Staff conveyed that the desired upgrades can be achieved through the Village’s current website

It was Moved and Seconded:

“To direct staff to include a Five Thousand Dollar (\$5,000) annual operating budget line item for website maintenance and development.”

Carried Unanimously

(c) 5-Year Financial Plan Update (2017-2021)

Juli Kolby reported that staff will present the update at the next meeting, and agreed to provide a line-by-line budget for review.

7. ADJOURNMENT

It was Moved and Seconded:

“To adjourn.”

Carried Unanimously

The meeting adjourned at 9:25 p.m.

Certified Correct:

C. MILLOY

Christine Milloy
Manager of Corporate Services

Approved:

J. McEWEN

Mayor John McEwen
Chair, Finance Committee