

## FINANCE COMMITTEE MEETING – AGENDA

Agenda for the Finance Committee Meeting scheduled for Monday, May 28, 2018 at 7:00 p.m. in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC

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### 1. CALL TO ORDER

### 2. APPROVAL OF THE AGENDA

Recommendation: That the Agenda be approved as circulated.

### 3. MINUTES

#### (a) Minutes of the Meeting held on November 27, 2017

Recommendation: That the Minutes of the Finance Committee Meeting held on November 27, 2017 be adopted as circulated.

#### (b) Minutes of the Meeting held on December 11, 2017

Recommendation: That the Minutes of the Finance Committee Meeting held on December 11, 2017 be adopted as circulated.

### 4. BUSINESS ARISING FROM THE MINUTES

### 5. UNFINISHED BUSINESS

### 6. NEW BUSINESS

#### (a) Unclaimed Bond Policy No. 58

Document to be presented On Table.

#### (b) Financial Sustainability Policy No. 60

Document to be presented On Table.

### 7. ADJOURNMENT

page 1

page 5

## FINANCE COMMITTEE MEETING – MINUTES

Minutes of the Finance Committee Meeting held on Monday, November 27, 2017 in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC

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### 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 Halliwell, Chief Administrative Officer  
Christine Baird, Manager of Corporate Services  
Jason Smith, Manager of Development Services  
Luke Guerin, Operations Superintendent

#### 1. CALL TO ORDER

Mayor McEwen called the meeting to order at 8:05 p.m.

#### 2. APPROVAL OF THE AGENDA

Committee agreed to add to the agenda item 6(b) 2018 Budget Forecast (Preliminary Draft).

It was MOVED and SECONDED

**“THAT THE AGENDA BE APPROVED AS AMENDED.”**

**CARRIED UNANIMOUSLY**

#### 3. MINUTES

##### (a) **Minutes of the Meeting held on October 18, 2017**

It was MOVED and SECONDED

**“THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING  
HELD ON OCTOBER 18, 2017 BE ADOPTED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

**4. BUSINESS ARISING FROM THE MINUTES**

Nil

**5. UNFINISHED BUSINESS**

Nil

**6. NEW BUSINESS**

**(a) 2017 Budget Recast**

Juli Halliwell presented her report dated November 23, 2017. Committee requested that staff provide details for the Solid Waste deficit of \$30,500.

The following points were highlighted during the presentation and discussion:

- The General Fund shows a total surplus of \$117,300.
- \$57,000 surplus for consultants, in part due to an environmental consultant not being in place until mid-year and in part due to the engineering consultant's time being absorbed by capital projects funds.

**(b) 2018 Budget Forecast (Preliminary Draft)**

Juli Halliwell presented the 2018-2022 Draft 5 Year Financial Plan Property Tax Impact. The document is attached and forms part of these Minutes herein.

The following points were highlighted during the presentation and discussion:

- The amount budgeted for development revenue is a sustainable figure that gets transferred to the development reserve.
- With exception of service level changes related to trails, there are no significant changes to the budget over what was planned for last year.
- Investment income reflects rate changes projected so far.
- Solid waste fees has increased due to additional costs.
- Salaries, including benefits, has an increase of slightly more than \$20,000, based on current policy.
- Staff training budget has been reduced and is offset by inflation.
- Consultant support shows a small increase.
- Outsource writing of RFP is funded by project budget, and from reserves.
- Hasn't the Village been setting aside a budget annually for election funds? Staff will research this.
- Additional resources are required for increased service levels.

- Mayor McEwen reported that a discussion should be had regarding service levels, specifically with the Village's events, and that he would like to add a full-time labourer position for public works to offset vacations, trail maintenance, and events.
- Juli Halliwell reported that, for an events coordinator, budget funds would be required for 500 hours per year @ \$30/hour (estimated), which would increase salary and benefit costs. She has had discussions with Public Works to potentially hire an additional labourer for 3 days/week for summer months and full-time for up to 3 months in winter months (Dec/Jan/Feb). The cost for this would be about \$21,000, which assumes trails are at the standard to receive ongoing maintenance.
- Fund allocation for trail maintenance doubled in 2018 at \$5,000.
- A temporary labourer was hired for 5 months in 2017, and for 4 months in 2016.
- The cost for the Village's events is \$42,000 (estimated), includes \$25,000 for the events plus \$16,800 for an events coordinator.
- Anmore doesn't provide a lot of services, but the ones provided should be done really well.
- A member recommended budgeting for a special events coordinator over a 5-year term, with an increased budget and hours for a full-time position.

Committee requested that staff provide an analysis to hire a full-time labourer for trail maintenance, winter pathway maintenance, as well as events support; as well as an increased amount for an events and volunteer coordinator, who could also assist with other events such as volunteer appreciation and acquiring needed items, starting at a smaller increase in 2018 and working up to a 5-year plan, with intent to review on an annual basis.

- A member recommended the use of database software for volunteers.

Juli Halliwell referred to the Capital Project Funding Requirements document, and highlighted the following points:

- Key road projects include the Uplands road rehabilitation, from the bridge to the pump station, which includes corrective work, and the Thompson Road rehabilitation.
- Staff has looked at Whistler trail standards guidelines and staff are looking at adopting a standard for Anmore between Whistler's Type II & Type III.
- The capital asset and road reserve is running a deficit because money from the fixed asset levy is going into the capital asset buildings, and staff will continue to research the funding allocation.
- A member stated that the reserve was earmarked for only two things: Sunnyside Road rehabilitation and the Village Hall.
- A member stated that the figure for capital asset buildings needs to be updated to be increased every year, in the handout.
- Changes to the fixed asset levy have been made exceeding what was recommended by the Asset Management Plan.

Water Fund

- An unsubstantial cost increase is expected, which will be offset by collected revenue.
- Additional costs include water meter replacements, and new water meters due to new model and technology as previous supplier no longer in existence.

Future Investment Income

- Juli Halliwell reported that she sent a response email to TD Bank expressing disappointment with their proposal, and then TD Bank sent a response last Friday with various yearly rate proposals.
- The Village’s options are to use TD Bank with a shorter term rate or to use another service provider who can provide more preferable rates.

Committee recommended that staff use TD Bank with a shorter term rate, and also explore other service providers to achieve a desired investment rate.

**7. ADJOURNMENT**

It was MOVED and SECONDED:

**“TO ADJOURN.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 9:50 p.m.

Certified Correct:

Approved:

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Christine Baird  
Manager of Corporate Services

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Mayor John McEwen  
Chair, Finance Committee

## FINANCE COMMITTEE MEETING – MINUTES

Minutes of the Finance Committee Meeting held on Monday, December 11, 2017 in Council Chambers at Village Hall, 2697 Sunnyside Road, Anmore, BC



### COMMITTEE MEMBERS PRESENT

Mayor John McEwen  
Councillor Ryan Froese  
Councillor Kim Trowbridge  
Councillor Paul Weverink

### COMMITTEE MEMBERS ABSENT

Councillor Ann-Marie Thiele  
Nick Cheng  
Mark Roberts

### OTHERS PRESENT

Juli Halliwell, Chief Administrative Officer  
Christine Baird, Manager of Corporate Services  
Jason Smith, Manager of Development Services  
Luke Guerin, Operations Superintendent

#### 1. CALL TO ORDER

Mayor McEwen called the meeting to order at 7:10 p.m.

#### 2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED

**“THAT THE AGENDA BE APPROVED AS CIRCULATED.”**

**CARRIED UNANIMOUSLY**

#### 3. MINUTES

Nil

#### 4. BUSINESS ARISING FROM THE MINUTES

Nil

#### 5. UNFINISHED BUSINESS

Nil

## 6. NEW BUSINESS

### (a) 2018 Budget Forecast

Juli Halliwell presented the revised 2018-2022 Draft 5-Year Financial Plan. The following points were highlighted during discussion with the Committee:

- A 9.45% overall tax increase is proposed.
- Increase includes an additional staff position of a full-time labourer, with financial impact partially offset with previously budgeted part-time position.
- Salary inflation and steps is estimated based on Vancouver CPI, to be confirmed mid-January.
- Salary adjustments include performance increases and increase to events and volunteer coordinator.

Committee requested that staff program the thermostats in Council Chambers, to save on electrical heating costs when the building is not in use.

- Public Works OT amount seems high.

Committee requested that staff provide actual OT amount for 2017 and actual cost for last winter snow removal.

- A 2.7% per household tax increase is estimated. For average assessed value property, which would be approximately \$68/year. This does not include increase for fixed asset levy.
- Public Works supplies line item shows decrease from \$25,000 to \$10,000 due to line item split from one to three items, now adding 'Tools' and 'Small equipment purchases'.

Committee requested that staff adopt an inventory control program; to track purchases, inventory and replacement of Public Works tools and supplies.

- The new labourer could be requested to become a member of the Sasamat Volunteer Fire Department, and to allow for a flexible work schedule so that work can be done on a weekend before/after an event without increasing overtime hours.

Committee reported that it is supportive of the Village proceeding with the Village Centre Development Plan. Key concerns to be addressed with the project include: septic field upgrade; drainage improvements; and electrical upgrade (with conduit to southern park for future use). Other important factors to consider include: Ravenswood realignment (pending engineer sign off); additional parking; consulting with the Garden Club; and moving the playground.

Committee agreed to refer the 5-Year Financial Plan to Council, with amendment that staff be directed to develop and include budgets for the various capital projects associated with the Village Centre Site Development.

It was MOVED and SECONDED:

**“THAT THE FINANCE COMMITTEE REFER THE DRAFT 2018-2022 FIVE-YEAR FINANCIAL PLAN, AS AMENDED, TO COUNCIL FOR CONSIDERATION.”**

**CARRIED UNANIMOUSLY**

**7. ADJOURNMENT**

It was MOVED and SECONDED:

**“TO ADJOURN.”**

**CARRIED UNANIMOUSLY**

The meeting adjourned at 7:53 p.m.

Certified Correct:

Approved:

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Christine Baird  
Manager of Corporate Services

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Mayor John McEwen  
Chair, Finance Committee