

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



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:

C. BAIRD

Christine Baird
Manager of Corporate Services

Approved:

J. McEWEN

Mayor John McEwen
Chair, Finance Committee