

FINANCE COMMITTEE MEETING – MINUTES

Minutes for the Finance Committee Meeting scheduled for Monday, February 1, 2021 at 5:00 p.m. by electronic means via Zoom pursuant to Minister of Public Safety and Solicitor General of the Province of British Columbia – Emergency Program Act, updated Ministerial Order No. M192.

COMMITTEE MEMBERS PRESENT

Mayor John McEwen, Chair
Councillor Polly Krier
Councillor Tim Laidler
Councillor Kim Trowbridge
Councillor Paul Weverink*
Nick Cheng
Mark Roberts

ABSENT

OTHERS PRESENT

Juli Halliwell, CAO
Lance Fortier, Operations Superintendent
Chris Boit, ISL Engineering

1. CALL TO ORDER

Mayor McEwen called the meeting to order at 5:05 pm

2. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

That the Agenda be approved as circulated.

Carried Unanimously

3. PUBLIC INPUT

None.

4. MINUTES

(a) Minutes of the Meeting held on October 19, 2020

It was MOVED and SECONDED:

That the Minutes of the Finance Committee meeting held on October 19, 2020 be adopted, as circulated.

Carried Unanimously

5. BUSINESS ARISING FROM THE MINUTES

None.

6. UNFINISHED BUSINESS

None.

7. NEW BUSINESS**(a) Request for funding – Tree Removal**

Ms. Halliwell, CAO, reviewed the report dated January 28, 2021 titled Request for Funding – Tree Removal. Discussion points included:

- Sixty-seven (67) trees have been identified as being required to be removed to allow for the construction of the Anmore Community Hub, including some trees along Sunnyside Road that would be hazardous to the new building if they fell
- Replanting will take place both on the Anmore Community Hub site as well as other Village property
- Three quotes were solicited and the lowest quote includes the sale and reuse of larger trees

It was MOVED and SECONDED:

That Finance Committee recommend approval of \$30,000 to fund a project for the removal of the trees identified in the July 28, 2020 arborist report by Van Der Zalm + Associates;

And that Finance Committee recommend award of the tree removal contract to Treeko Contracting Ltd. for a total price of \$27,195.00, excluding GST;

And that required funding be allocated from the Capital Reserve.

Carried Unanimously

(b) Five Year (2021-2025) Financial Plan

Ms. Halliwell, CAO, provided an overview of the draft 2021-2025 5-Year Financial plan, as attached to the agenda. Discussion points included:

- Service levels remain the same as the 2020 budget, no increases and no reductions due to COVID-19 in order to avoid larger increases in 2022

- Revenue changes include a reduction in investment income by approximately \$25,000 due to maturing term deposits that will see much lower interest rates when re-invested
- Salary adjustments include an increase to bylaw enforcement to \$6,000 for anticipated increased Buntzen Lake traffic/parking issues
- Proposed is a \$6,400 increase to insurance premium, \$2,000 of which would provide additional coverage for cyber insurance to cover ransomware attacks, which have been on the rise
- Currently, the Community Enhancement Fund, which was introduced as part of the 2020 budget, is planned to be increased by \$27,900 to an annual contribution total of \$50,000
- The Capital Asset Levy increase was reduced from 2.5% to 2% for a 2021 increase of \$22,500
- Finance Committee agreed to reduce the contribution to the Community Enhancement Fund by \$20,000 in 2021, which would result in a 2.95% property tax increase

It was MOVED and SECONDED:

That Finance Committee refer the 2021-2025 5-Year draft operating budget to Council, with changes as discussed at the February 1, 2021 Finance Committee meeting, to reduce the property tax impact to 2.95%.

Carried Unanimously

Ms. Halliwell referred the first portion of the 2021-2025 capital plan to Mr. Fortier and Mr. Boit for review. A document detailing the \$920,000 Capital Works Program project for 2021 was shared on screen and is included as an Attachment 1 and forms part of the original minutes. Projects include:

- Birch Wynde Pipe Replacement (\$59,500)
- Relocation of water meters to property line (\$106,500)
- PRV Station Upgrade Thomson (\$685,000)
- Installation of permanent speed bumps on Birch Wynde (\$10,500)
- Crystal Creek Drainage Improvements (\$58,500)

Additional projects were reviewed:

- Used backhoe (\$80,000)
- Flat-deck Trailer (\$6,000)
- Resurfacing Tennis Courts (\$20,000)
- Works Yard Upgrades (\$6,000)
- Dump Site Rehabilitation (\$25,000)
- Trail Upgrades (\$25,000)

- Walkway Improvements (\$15,000)
- Website Upgrade & Online Payments (\$80,000)
- Office 365 (\$7,500)
- Replacement Laptops (\$4,000)
- MAIS Payroll Module (\$5,000)
- Public Works Tablets (\$8,000)
- Anmore South Planning Studies (\$75,000)
- Financial Sustainability Plan Update (\$30,000)
- Parks Master Plan Update (\$30,000)
- Annual Water Meter Replacement (\$5,000)
- Portable Auto Flusher (\$7,500)
- Pressure Monitoring System (\$20,000)
- Chlorination Board (\$15,000)
- Projects will be funded by the COVID Resilience program (\$882,000) provided by the Provincial & Federal Government in late 2020 wherever possible.
- There was general agreement to remove the Parks Master Plan Update from the capital budget and a request was made to have a workshop with Council to discuss all plans and whether or not they need to be updated
- There was also a desire to receive information about electronic devices for members of Council in order to allow for effective participation in virtual meetings and for security purposes (i.e. email, file access)

*Councillor Weverink's connection to the virtual meeting ended at 6:04 p.m., he returned to the meeting at 6:15 p.m.

It was MOVED and SECONDED:

That Finance Committee refer the 2021-2025 5-Year draft capital budget, with changes as discussed at the February 1, 2021 Finance Committee meeting, to Council for consideration.

Carried Unanimously

8. ADJOURNMENT

It was MOVED and SECONDED:

THAT the meeting be adjourned at 6:59 p.m.

Carried Unanimously

Karen Elrick
Corporate Officer

John McEwen
Chair

Anmore Capital Works Budget 2021

	Description of Project	Capital Budget	Design Budget @10%	Inspection Costs	Contingency	Total Budget	Anmore Costs
1	Birch Wynde pipe replacement	\$45,523	\$4,500	\$1,680	\$7,504	\$59,207	\$59,207.00
2	Water Meters (25)	\$86,250	\$2,500	\$4,200	\$13,313	\$106,263	\$106,262.50
3	Sunnyside patching	\$29,439	\$4,500	\$4,200	\$5,091	\$43,230	\$43,230.28
4	PRV per station	\$560,000	\$30,000	\$6,300	\$88,500	\$684,800	\$684,800.00
5	Hemlock Paving	\$36,133	\$2,500	\$1,680	\$5,795	\$46,108	\$46,108.09
6	Birch Wynde speed humps	\$8,000	\$400	\$840	\$1,260	\$10,500	\$10,500.00
7	Crystal Creek Sub drain	\$49,472	\$500	\$840	\$7,496	\$58,308	\$58,307.63
		\$814,818	\$44,900	\$19,740.00	\$128,957.67	\$1,008,415.50	\$1,008,415.50

Total must do	\$919,077.12
Nice to have	\$89,338.38
	\$1,008,415.50