



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

SPECIAL MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON THURSDAY, JANUARY 7, 2016 at 5:00 p.m. COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

1. **Call to Order**
2. **Approval of Agenda**
3. **Public Participation**
4. **Adoption of Minutes**
5. **Business Arising from the Minutes**
6. **Unfinished Business**
7. **New Business**
 - A. Introduction of CAO
 - B. Budget Discussion
 - C. Meeting with MP Pamela Goldsmith-Jones
8. **Public Questions & Comments**
9. **Resolution to Close Meeting**

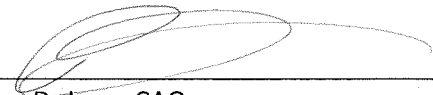
BE IT RESOLVED THAT the Village of Lions Bay Council does close the Special Council Meeting of January 7, 2016 to the public on the basis of matters to be considered under the following section(s) of the *Community Charter*:

Section 90(1): A part of a council meeting may be closed to the public if the subject matter being considered relates to one or more of the following:

 - c) labour relations or other employee relations;
 - g) litigation or potential litigation affecting the municipality
10. **Reporting Out from Closed Meeting**
11. **Adjournment**

Pursuant to Council Procedures Bylaw No. 453, section 7(2), this notice is signed by:

Karl Buhr, Mayor



Peter DeJong, CAO

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	2016 Preliminary Budget		
Author	Pamela Rooke	Reviewed By:	
Date	December 11, 2015	Version	
Issued for	December 15, 2015 Council Strategy Committee Meeting		

1. RECOMMENDATION

THAT Council receive this report for information purposes.

2. ATTACHMENTS

- 2016 Preliminary Budget

3. BACKGROUND

The attached 2016 budget is a preliminary first draft which represents the first step in the 2016 budget process. It has been prepared using the 2016 labour model and includes increases to operating expenses and revenues based on 2015 actual YTD results with nominal increases based on inflation. It does not include any capital expenditures or supplementary operational expenditures requested by staff and Mayor and Council. The purpose of this initial draft is to determine the cash surplus available for capital expenditures, supplementary operating expenditures and transfers to reserves to guide staff and Council in setting priorities and determining the additional items to be included in the 2016 budget.

4. DISCUSSION

I would be pleased to discuss the information or provide clarification on the information contained herein.

For Council's consideration.

DRAFT

The Village of Lions Bay
Consolidated Operating Budget 2016
(Draft)

	2015 Budget	2016 Budget	Change	%	Notes
Revenues					
Taxation	1,521,604	1,594,565	72,962	4.8%	1
Utility Fees and Rates	672,545	682,122	9,577	1.4%	
Fees, Licenses, Permits and Fines	121,550	106,622	(14,928)	-12.3%	
Small Community Grant	310,738	285,000	(25,738)	-8.3%	
Other Grants	343,366	56,350	(287,016)	-83.6%	
Other Revenue	447,101	65,506	(381,595)	-85.3%	
	3,416,904	2,790,165	(626,739)	-18.3%	
Expenditures					
Amortization	504,202	504,202	-	0.0%	
Administrative Services	526,210	565,529	39,319	7.5%	
Council	61,193	61,970	777	1.3%	
Fire	230,605	249,377	18,772	8.1%	
Bylaw	19,311	20,775	1,464	7.6%	
EOC	34,450	15,700	(18,750)	-54.4%	
Parks, Recreation and Culture	179,896	156,534	(23,362)	-13.0%	
Planning and Development	26,737	27,299	562	2.1%	
Public Works	432,605	365,090	(67,515)	-15.6%	
Water Fund	997,418	546,786	(450,632)	-45.2%	
Sewer Fund	71,076	67,214	(3,862)	-5.4%	
Solid Waste	190,205	190,205	-	0.0%	
Interest Payments	91,561	90,241	(1,320)	-1.4%	
	3,365,469	2,860,922	(504,547)	-15.0%	
Surplus / (Deficit)	51,435	(70,757)			
Non-cash items included in Surplus/(Deficit)					
Add back amortization	504,202	504,202			
MFA Actuarial Gain on Debt	(14,701)	(17,506)			
	540,936	415,940			
Cash Surplus					
Cash items NOT included in Surplus/(Deficit)					
Repayment of Debt Principal	(94,927)	(96,102)			
	446,009	319,838			
To be used for:					
Capital Expenditures	(625,712)	TBD			
Supplemental Operating Requests		TBD			
Transfer from (to) Reserves	179,703	TBD			
	(0)				
Financial Plan Balance					

Notes:

- 1 Assumes a 5% tax increase. Further analysis can be found on attached backup.

**Village of Lions Bay
2016 Draft Budget**

General Fund - Administration

	2015 Budget	2016 Budget	Change	%	Notes
Revenues					
Fees, Licenses, Permits and Fines	23,000	24,308	1,308	5.7%	
Small Community Grant	310,738	285,000	(25,738)	-8.3%	1
Other grants	55,500	55,500	-	0.0%	
Other	7,627	10,652	3,025	39.7%	2
Taxation	1,023,499	1,072,085	48,586	4.7%	3
	1,420,364	1,447,544	27,180	1.9%	
Expenditures					
Amortization	324,859	324,859	-	0.0%	
Communications	50,300	51,939	1,639	3.3%	
Fiscal Charges	3,350	3,750	400	11.9%	4
Insurance	32,000	32,640	640	2.0%	
Internal Allocations	(53,500)	(53,500)	-	0.0%	
Maintenance	7,000	7,105	105	1.5%	
Material, Supplies and Equipment	9,360	9,918	558	6.0%	
Professional Fees / Contract Services	70,500	73,068	2,568	3.6%	
Salaries and Benefits	390,120	423,017	32,897	8.4%	5
Sundry	2,650	2,921	271	10.2%	
Training / Professional Development	11,900	12,079	179	1.5%	
Utilities	2,530	2,593	63	2.5%	
	851,069	890,388	39,319	4.6%	

Notes:

- 1 The 2015 Small Community Grant included a one time advance of 7-10% from the 2016 grant.
- 2 Represents an increase in bank account interest to reflect actual income.
- 3 Assumes a 5% tax increase.
- 4 Represents an increase in bank charges to reflect actual expenses.
- 5 Based on labour model, including salary for new CAO.

**Village of Lions Bay
2016 Draft Budget**

General Fund - Council

	2015 Budget	2016 Budget	Change	%	Notes
Expenditures					
Communications	1,450	1,503	53	3.7%	
Material, Supplies and Equipment	200	203	3	1.5%	
Salaries and Benefits	41,843	41,994	151	0.4%	
Sundry	8,200	8,771	571	7.0%	
Training / Professional Development	9,500	9,500	-	0.0%	
	61,193	61,970	777	1.3%	

**Village of Lions Bay
2016 Draft Budget**

General Fund - Fire Department

	2015 Budget	2016 Budget	Change	%	Notes
Revenues					
Fire Tax Levy	206,878	217,222	10,344	5.0%	
Fees, Licenses, Permits and Fines	5,000	1,500	(3,500)	-70.0%	1
Callouts	20,000	20,000	-	0.0%	
Grants	11,000	-	(11,000)	-100.0%	2
Donations	7,000	20,000	13,000	185.7%	3
	249,878	258,722	8,844	3.5%	
Expenditures					
Communications	36,550	41,502	4,952	13.5%	4
Fiscal Charges	-	200	200	n/a	
Insurance	10,800	10,800	-	0.0%	
Maintenance	32,000	37,950	5,950	18.6%	5
Material, Supplies and Equipment	28,600	31,780	3,180	11.1%	6
Salaries and Benefits	78,705	83,445	4,740	6.0%	
Training / Professional Development	41,050	40,800	(250)	-0.6%	
Utilities	2,900	2,900	-	0.0%	
	230,605	249,377	18,772	8.1%	

Notes:

- 1 Reflects actual income received for auto extraction training revenue.
- 2 Whistler grant was received in 2015 for a fire pump.
- 3 Represents an increase in Firefighter Day donations to reflect actual income.
- 4 Reflects an increase in dispatch service expenses.
- 5 An increase in vehicle servicing and maintenance to reflect actual costs.
- 6 An increase in uniform costs.

The Fire Budget submitted by the Fire Chief includes \$145,409 for capital expenditures and \$45,208 for supplemental operating requests which are not included in this draft budget.

**Village of Lions Bay
2016 Draft Budget**

General Fund - Bylaw Services

	2015 Budget	2016 Budget	Change	%	Notes
Revenues					
Fees, Licenses, Permits and Fines	12,600	14,350	1,750	13.9%	1
	12,600	14,350	1,750	13.9%	
Expenditures					
Communications	770	750	(20)	-2.6%	
Material, Supplies and Equipment	4,000	4,508	508	12.7%	
Professional Fees / Contract Services	1,700	2,000	300	17.6%	
Salaries and Benefits	11,841	12,502	661	5.6%	
Training / Professional Development	1,000	1,015	15	1.5%	
	19,311	20,775	1,464	7.6%	

Notes:

- 1 Increase in parking fine and parking pass revenue based on actual revenue received in 2015.

The Bylaw budget assumes that the Bylaw Officer will work 15 hours per week.

**Village of Lions Bay
2016 Draft Budget**

General Fund - EOC Services

	2015 Budget	2016 Budget	Change	%	Notes
Revenues					
Fees, Licenses, Permits and Fines	21,900	21,900	-	0.0%	
	21,900	21,900	-	0.0%	
Expenditures					
Communications	1,600	1,600	-	0.0%	
Grants	5,600	5,600	-	0.0%	
Maintenance	6,000	6,000	-	0.0%	
Material, Supplies and Equipment	500	500	-	0.0%	
Training / Professional Development	20,750	2,000	(18,750)	-90.4%	1
Utilities	-	-	-	n/a	
	34,450	15,700	219.4%	0.0%	

Notes:

1 The 2015 budget included \$20k for an emergency plan.

Councillor Bain to provide input for the 2016 EOC budget.

**Village of Lions Bay
2016 Draft Budget**

General Fund - Parks and Recreation

	2015 Budget	2016 Budget	Change	%	Notes
Revenues					
Fees, Licenses, Permits and Fines	8,900	10,900	2,000	22.5%	1
Programs:					2
Dance Program	4,000	1,000	(3,000)	-75.0%	
Drama/ Culture Program	2,000	3,500	1,500	75.0%	
Swim Program	4,000	-	(4,000)	-100.0%	
Fitness Program	3,000	-	(3,000)	-100.0%	
Grants	20,850	850	(20,000)	-95.9%	3
Other	-	-	-	n/a	
	42,750	16,250	(26,500)	-62.0%	
Expenditures					
Grants	28,674	23,524	(5,150)	-18.0%	4
Insurance	2,639	2,692	53	2.0%	
Maintenance	27,143	29,802	2,660	9.8%	
Material, Supplies and Equipment	1,167	1,185	18	1.5%	
Professional Fees / Contract Services	10,000	-	(10,000)	-100.0%	5
Programs:					2
Dance Program	3,200	725	(2,475)	-77.3%	
Drama/ Culture Program	1,600	3,300	1,700	106.3%	
Swim Program	3,800	-	(3,800)	-100.0%	
Fitness Programs	2,400	-	(2,400)	-100.0%	
Age Friendly Program	12,000	7,000	(5,000)	-41.7%	6
Salaries and Benefits	80,623	81,495	872	1.1%	
Sundry	500	508	8	1.5%	
Utilities	6,150	6,304	154	2.5%	
	179,896	156,534	(23,362)	-13.0%	

Notes:

- 1 Hall rental income increased to reflect actual income.
- 2 The program revenue was reduced to reflect the actual revenue received - the offsetting program expenses were also reduced.
- 3 The 2015 budget included \$20k for the Age Friendly Grant.
- 4 The municipal grants were reduced for the 2015 one-time requests.
- 5 2015 budget included \$10k for the Infrastructure Master Plan.
- 6 The Age Friendly program will receive a municipal grant in 2016. The budget reflects the estimated amount of the grant request.

**Village of Lions Bay
2016 Draft Budget**

General Fund - Planning and Development

	2015 Budget	2016 Budget	Change	%	Notes
Revenues					
Fees, Licenses, Permits and Fines	35,950	27,950	(8,000)	-22.3%	1
	35,950	27,950	(8,000)	-22.3%	
Expenditures					
Communications	1,000	1,015	15	1.5%	
Professional Fees / Contract Services	6,500	6,500	-	0.0%	
Salaries and Benefits	17,037	17,551	514	3.0%	
Sundry	750	761	11	1.5%	
Training / Professional Development	1,450	1,472	22	1.5%	
	26,737	27,299	562	2.1%	

Notes:

1 Building permit revenue reduced to reflect actual revenue.

**Village of Lions Bay
2016 Draft Budget**

General Fund - Public Works

	2015 Budget	2016 Budget	Change	%	Notes
Revenues					
Fees, Licenses, Permits and Fines	1,000	1,015	15	1.5%	
	1,000	1,015	15	1.5%	
Expenditures					
Communications	15,500	15,553	53	0.3%	
Interest Payments	16,048	15,016	(1,032)	-6.4%	1
Insurance	10,000	10,200	200	2.0%	
Internal Allocations	(15,000)	(15,000)	-	0.0%	
Maintenance	115,252	117,159	1,907	1.7%	
Material, Supplies and Equipment	38,000	38,570	570	1.5%	
Professional Fees / Contract Services	102,000	28,530	(73,470)	-72.0%	2
Salaries and Benefits	161,903	165,054	3,151	1.9%	
Sundry	250	254	4	1.5%	
Training / Professional Development	4,700	4,771	71	1.5%	
Total Expenditures	448,653	380,105	(68,548)	-15.3%	

Notes:

- 1 Reflects actual interest costs for MFA debt and vehicle leases.
- 2 2015 budget included \$75k for the Infrastructure Master Plan.

**Village of Lions Bay
2016 Draft Water Budget**

Description	2015 Budget	2016 Budget	Change	%	Notes
Parcel Tax Lions Bay	256,502	269,327	12,825	5.0%	
Parcel Tax Brunswick Beach	10,585	10,585	-	0.0%	
Water User Rates	436,376	458,195	21,819	5.0%	
Prompt Payment Discounts	(10,000)	(10,500)	(500)	5.0%	
Connection Fees	15,000	1,200	(13,800)	-92.0%	1
Grants	256,016	-	(256,016)	-100.0%	2
Disaster Financial Assistance (EMBC)	400,000	-	(400,000)	-100.0%	3
Other	12,474	14,853	2,379	19.1%	4
Total Revenues	1,376,953	743,660	(633,293)	-46.0%	
Amortization	157,733	157,733	-	0.0%	
Communications	2,500	2,538	38	1.5%	
Interest Payments	75,513	75,225	(288)	-0.4%	
Emergency Repairs	400,000	-	(400,000)	-100.0%	3
Insurance	7,105	7,247	142	2.0%	
Maintenance	35,120	35,647	527	1.5%	
Material, Supplies and Equipment	14,700	14,921	221	1.5%	
Professional Fees / Contract Services	162,600	105,039	(57,561)	-35.4%	5
Salaries and Benefits	298,143	303,676	5,533	1.9%	
Sundry	3,750	3,806	56	1.5%	
Training / Professional Development	5,000	5,075	75	1.5%	
Utilities	13,500	13,838	338	2.5%	
Internal Allocations	55,000	55,000	-	0.0%	
Total Expenditures	1,230,664	779,744	(450,920)	-36.6%	
Surplus / (Deficit)	146,289	(36,084)			
Amortization	157,733	157,733			
MFA Actuarial Gain on Debt	(12,474)	(14,853)			
Cash Surplus	291,548	109,175			
Capital Expenditures	(460,524)	TBD			
Repayment of Debt Principal	(52,584)	(52,726)			
Transfer (from) to General Fund	(221,560)	56,449			

Notes:

- 1 Water Connection fees were reduced to reflect actual revenue.
- 2 2015 budget included \$256k for the Build Canada grant. A portion of the grant revenue and related 1/3 expense will need to be re-budgeted in 2016 for the Harvey Creek portion of the project.
- 3 2015 budget included \$400k revenue and expense for the DFA and PEP claims.
- 4 Reflects the actual MFA actuarial gain.
- 5 2015 budget included \$60k for the Infrastructure Master Plan.

**Village of Lions Bay
2016 Draft Sewer Budget**

Description	2015 Budget	2016 Budget	Change	%	Notes
Taxation (Parcel Tax)	24,140	25,346	1,207	5.0%	
Utility Fees and Rates	41,164	43,222	2,058	5.0%	
Total Revenues	65,304	68,569	3,265	5.0%	
Amortization	21,610	21,610	-	0.0%	
Insurance	1,240	1,265	25	2.0%	
Maintenance	30,000	30,450	450	1.5%	
Material, Supplies and Equipment	1,000	1,015	15	1.5%	
Professional Fees / Contract Services	11,750	6,926	(4,824)	-41.1%	1
Salaries and Benefits	19,969	20,374	405	2.0%	
Sundry	317	322	5	1.5%	
Training / Professional Development	750	761	11	1.5%	
Utililities	2,050	2,101	51	2.5%	
Internal Allocations	4,000	4,000	-	0.0%	
Total Expenditures	92,686	88,824	51	0.1%	
Surplus / (Deficit)	(27,382)	(20,255)			
Amortization	21,610	21,610			
Cash Surplus / (Deficit)	(5,772)	1,355			
Capital Expenditures		TBD			
Transfer (from) to General Fund	(5,772)	1,355			

Notes:

- 1 2015 budget included \$5k for the Infrastructure Master Plan.

**Village of Lions Bay
2016 Draft Solid Waste Budget**

Description	2015 Budget	2016 Budget	Change	%
Garbage User Fees	196,005	196,005	-	0.0%
Prompt Payment Discounts	(6,000)	(6,000)	-	0.0%
Garbage Decal Sales	50	50	-	0.0%
Blue Boxes	50	50	-	0.0%
Compost Revenues	100	100	-	0.0%
Total Revenues	190,205	190,205	-	0.0%
Supplies and Education	2,800	2,800	-	0.0%
Collection Contract	110,500	110,500	-	0.0%
Recycle Removal Contract	31,000	31,000	-	0.0%
Green Waste Contract	36,405	36,405	-	0.0%
Internal Allocations	9,500	9,500	-	0.0%
Total Expenditures	190,205	190,205	-	0.0%

Waste disposal contract expires in 2016. No budget changes made at this time.

Intentionally Blank