



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**COUNCIL STRATEGY COMMITTEE
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, JANUARY 12, 2017 at 3:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

AGENDA

- 1. Call to Order**
- 2. Approval of Agenda**
- 3. Public Participation**
- 4. Minutes**
 - A. Council Strategy Committee Meeting – January 10, 2017 (Page 3)
THAT the Council Strategy Committee Meeting minutes of January 10, 2017 be approved as circulated.
- 5. Business Arising from the Minutes**
- 6. Unfinished Business**
- 7. Reports**
 - A. Staff
 - i. 2017 Draft Water, Sewer and Solid Waste Budgets (Page 7)
THAT the report “2017 Draft Water, Sewer and Solid Waste Budgets” be received for information purposes.
 - ii. 2017 Preliminary Budget (Page 13)
THAT the report “2017 Preliminary Budget” be received for information purposes.
- 8. New Business**
- 9. Public Questions & Comments**
- 10. Adjournment**

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**COUNCIL STRATEGY COMMITTEE
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, JANUARY 10, 2017 at 3:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance:

Council: Mayor Karl Buhr
Councillor Fred Bain
Councillor Jim Hughes
Councillor Ron McLaughlin
Councillor Eileen Wilke

Staff: Chief Administrative Officer Peter DeJong
Office Coordinator Shawna Gilroy (Recorder)

Guests: Steven Olmstead, Planning Consultant

Public: 0

1. Call to Order

Mayor Buhr called the meeting to order at 3:04 p.m.

2. Approval of Agenda

Moved/Seconded

THAT the agenda be approved as submitted.

CARRIED

3. Public Participation

None

4. Minutes

A. Council Strategy Committee Meeting – December 20, 2016

Moved/Seconded

THAT the Council Strategy Committee Meeting Minutes of December 20, 2016 be approved as circulated.

CARRIED

5. Business Arising from the Minutes

None

Councillor Hughes joined the meeting at 3:30 p.m.

6. Unfinished Business

A. Lions Bay Zoning Bylaw Review Report #3

Mr. Olmstead presented the first draft of the Zoning Bylaw for discussion purposes; Council reviewed the bylaw at length, discussing several details such as: the pros and cons between detached secondary suites (carriage homes or cottages), versus sub-dividing the property, in order to allow cheaper rental housing or for aging homeowners to remain on their property with some independence; water zoning; parking for commercial and industrial vehicles; and more. A public information meeting to discuss the bylaw was scheduled for Thursday, January 19, 2017 in Broughton Hall.

Moved/Seconded

THAT the information report “Lions Bay Zoning Bylaw Review Report #3 – Draft Bylaw for Discussion” be received; and

THAT a public information meeting to discuss the draft zoning bylaw be scheduled for 7:00 pm Thursday, January 19, 2017 at the Broughton Community Hall, Lions Bay.

AMENDMENT:

Moved/Seconded

THAT the motion be amended by preceding it with the words: THAT it be recommended to Council.

AMENDMENT CARRIED

Moved/Seconded

Main motion as amended

CARRIED

CFO Rooke joined the meeting at 4:50 p.m.

Mr. Olmstead left the meeting at 4:52 p.m. at which time the meeting was recessed.

The meeting was reconvened at 4:55 p.m.

7. Reports

A. Staff

i. CFO: Parcel Tax Verbal Report

CFO Rooke explained the Village’s current parcel tax and user fee structure and explained the differences between the two types of revenue.

Moved/Seconded

THAT the committee receive the Parcel Tax Verbal Report.

CARRIED

B. Mayor

None

C. Council

i. Councillor Bain: Feasibility of a Shared Emergency Coordinator

Due to time constraints, this item was referred to the evening meeting.

Moved/Seconded

THAT the committee refer the Feasibility of a Shared Emergency Coordinator report to the evening meeting.

CARRIED

D. Committees

None

8. New Business

None

9. Public Questions & Comments

None

10. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:07 p.m.

Mayor

Corporate Officer

Date Approved by Council:	
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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	2017 Draft Water, Sewer and Solid Waste Budgets		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	January 10, 2017	Version	
Issued for	January 12, 2017 Council Strategy Committee Meeting		

RECOMMENDATION

THAT the report “2017 Draft Water, Sewer and Solid Waste Budgets” be received for information purposes.

ATTACHMENTS

1. 2017 Draft Water, Sewer and Solid Waste Budgets

KEY INFORMATION

The attached 2017 budgets provide the details and backup for the calculation of the user rates that will form the basis of the Water, Sewer and Solid Waste Bylaws that are scheduled for 1st, 2nd and 3rd reading at the February 7, 2017 Council Meeting.

FOLLOW UP ACTION

Staff will be available to respond to any questions at the January 12, 2017 CSC meeting. The draft budgets will be reviewed again at the January 24, 2017 CSC meeting.

**Village of Lions Bay
2017 Draft Water Budget**

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%	Notes
Parcel Tax Lions Bay	221,122	256,502	-	-	-	-	n/a	
Parcel Tax Brunswick Beach	10,585	10,585	10,585	10,585	10,585	-	0.0%	
Water User Rates	377,725	438,356	786,865	788,283	827,697	39,414	5.0%	1
Secondary Suite Fees	-	-	-	-	14,000	14,000	n/a	2
Connection Fees	10,623	1,379	(600)	1,200	600	(600)	-50.0%	
Grants	-	26,421	74,485	219,595	145,110	(74,485)	-33.9%	3
CWWF Grant	-	-	-	-	3,370,630	3,370,630	n/a	4
Loan Proceeds	-	-	-	-	690,370	690,370	n/a	
Disaster Financial Assistance (EMBC)	-	278,334	99,113	143,568	-	(143,568)	-100.0%	
Other	12,874	12,999	14,947	14,853	17,328	2,475	16.7%	
Total Revenues	632,929	1,024,576	985,395	1,178,084	5,076,320	3,898,236	330.9%	
Amortization	147,720	149,710	161,167	161,167	166,167	5,000	3.1%	
Communications	3,168	2,766	2,609	2,538	2,700	163	6.4%	
Interest Payments	66,996	75,513	75,225	75,225	74,930	(295)	-0.4%	
Emergency Repairs	-	386,870	99,113	143,568	-	(143,568)	-100.0%	
Insurance	7,090	7,105	23,077	23,077	24,250	1,173	5.1%	
Maintenance	37,912	29,904	26,624	35,647	50,577	14,930	41.9%	5
Material, Supplies and Equipment	14,295	3,256	21,035	14,921	25,144	10,224	68.5%	6
Professional Fees / Contract Services	61,409	56,785	32,090	130,627	92,000	(38,627)	-29.6%	7
Salaries and Benefits	254,682	278,071	271,573	303,676	290,623	(13,053)	-4.3%	8
Sundry	12,098	14,545	14,901	16,891	16,943	51	0.3%	
Training / Professional Development	364	598	3,168	5,075	5,200	125	2.5%	
Utilities	11,894	11,888	9,210	13,838	14,183	346	2.5%	
Internal Allocations	45,000	55,000	55,000	55,000	55,000	-	0.0%	
Total Expenditures	662,628	1,072,012	794,791	981,249	817,718	(163,531)	-16.7%	
Surplus / (Deficit)	(29,698)	(47,436)	190,604	196,836	4,258,602			
Amortization	147,720	149,710	161,167	161,167	166,167			
MFA Actuarial Gain on Debt	(10,186)	(12,474)	(14,853)	(14,853)	(17,328)			

Cash Surplus	107,835	89,800	336,917	343,149	4,407,441	
Capital Expenditures:						
Build Canada Re-budget			(111,728)	(329,393)	(217,665)	3
Other Capital Re-budgets			(5,650)	(5,000)	(18,500)	
CWWF Grant Capital			-	-	(4,061,000)	4
Other Capital			-	(41,370)	(45,000)	
Repayment of Debt Principal			(52,726)	(52,726)	(52,872)	
Transfer (from) to General Fund			166,813	(85,340)	12,404	

Notes:

- 1 The revenue includes a 5% increase in user rates. Each 1% increase in the user rate provides an increase of \$7,883 in revenue.
- 2 Properties which contain a Secondary Suite are charged a fee of 40% of the utility billing for the property. In 2017, the Water portion of the fee will be credited to the Water Fund (in prior years the fees were credited to Administration).
- 3 The Build Canada grant revenue and related capital expense has been re-budgeted for 2017 as the project was not completed in 2016.
- 4 The Village has applied for two Clean Water Wastewater Fund (CWWF) grants. The 2017 budget assumes the applications will be successful. The full capital expenditures of \$4,061,000 have been budgeted offset by the grant revenue of \$3,370,630 (83%) and the loan proceeds of \$690,370 (17%). The loan proceeds would be received in the Fall, but payments would not commence until 2018, so there are no loan costs in the 2017 budget.
- 5 Maintenance includes \$15,000 for PRV's which was budgeted as capital in prior years.
- 6 Materials and supplies budget has been increased to reflect actual expenditures.
- 7 The 2016 budget included the Infrastructure Master Plan.
- 8 Allocation of Public Works salaries was adjusted in 2017 to reflect actual costs.

**Village of Lions Bay
2017 Draft Sewer Budget**

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%	Notes
Taxation (Parcel Tax)	21,945	24,140	25,346	25,346	-	(25,346)	-100.0%	1
Utility Fees and Rates	37,422	41,164	44,822	44,822	67,234	22,412	50.0%	2
Secondary Suite Fees	-	-	-	-	1,200	1,200	n/a	3
Conection Fees	-	-	600	-	600	600	n/a	
Total Revenues	59,367	65,305	70,768	70,168	69,034	(1,134)	-1.6%	
Amortization	21,609	28,399	38,059	38,059	38,059	-	0.0%	
Insurance	1,240	1,240	2,230	2,230	2,300	70	3.1%	
Maintenance	21,855	25,767	27,737	30,450	26,000	(4,450)	-14.6%	
Material, Supplies and Equipment	198	622	351	1,015	1,000	(15)	-1.5%	
Professional Fees / Contract Services	-	2,494	2,254	8,981	2,000	(6,981)	-77.7%	4
Salaries and Benefits	5,896	15,237	14,615	20,374	16,155	(4,219)	-20.7%	5
Sundry	317	317	1,672	1,622	2,517	895	55.2%	
Training / Professional Development	-	-	-	761	1,500	739	97.0%	
Utilities	1,875	1,807	1,982	2,101	2,100	(1)	-0.1%	
Internal Allocations	4,000	4,000	4,000	4,000	4,000	-	0.0%	
Total Expenditures	56,990	79,883	92,900	109,593	95,631	(13,962)	-12.7%	
Surplus / (Deficit)	2,377	(14,578)	(22,132)	(39,425)	(26,597)			
Amortization	21,609	28,399	38,059	38,059	38,059			
Cash Surplus / (Deficit)	23,986	13,821	15,927	(1,366)	11,462			
Capital Expenditures	-	-	(34,413)	(35,000)	-			
Transfer (from) to Sewer Surplus	23,986	13,821	(18,486)	(36,366)	11,462			

Notes:

- 1 The budget assumes the elimination of the Sewer Parcel Tax with all revenue coming from user fees.
- 2 The revenue includes a 0% increase in user rates.
- 3 Properties which contain a Secondary Suite are charged a fee of 40% of the utility billing for the property. In 2017, the Sewer portion of the fee will be credited to the Sewer Fund (in prior years the fees were credited to Administration).
- 4 The 2016 budget included the Infrastructure Master Plan.
- 5 Allocation of Public Works salaries was adjusted in 2017 to reflect actual costs.

**Village of Lions Bay
2017 Draft Solid Waste Budget**

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%
Garbage User Fees	196,331	196,802	199,999	199,925	187,930	(11,995)	-6.0%
Secondary Suite Fees	-	-	-	-	3,000	3,000	n/a
Miscellaneous Revenue	30	278	112	200	100	(100)	-50.0%
Total Revenues	196,361	197,080	200,111	200,125	191,030	(9,095)	-4.5%
Supplies and Education	-	4,420	1,250	2,500	3,100	600	24.0%
Collection Contract	99,512	96,462	96,218	97,075	62,065	(35,010)	-36.1%
Recycle Removal Contract	30,559	29,383	32,871	29,050	45,789	16,739	57.6%
Green Waste Contract	36,475	55,140	53,253	56,000	65,076	9,076	16.2%
Prompt Payment Discounts	5,234	5,634	5,554	6,000	5,500	(500)	-8.3%
Internal Allocations	4,500	9,500	9,500	9,500	9,500	-	0.0%
Total Expenditures	176,280	200,539	198,645	200,125	191,030	(9,095)	-4.5%
Surplus / (Deficit)	20,081	(3,459)	1,466	0	-		

Notes:

The revenue includes a 6% decrease in user rates.

Properties which contain a Secondary Suite are charged a fee of 40% of the utility billing for the property. In 2017, the Solid Waste portion of the fee will be credited to Solid Waste (in prior years the fees were credited to Administration).

The current Smithrite contract ends March 31 and a new contract will start April 1 with Waste Control. The Contract fees are calculated with 3 months of cost per the Smithrite contract and 9 months of cost per the Waste Control contract.

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Report to Council		
Title	2017 Preliminary Budget		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	January 10, 2017	Version	
Issued for	January 12, 2017 Council Strategy Committee Meeting		

RECOMMENDATION

THAT the report “2017 Preliminary Budget” be received for information purposes.

ATTACHMENTS

1. 2017 Preliminary Budget

KEY INFORMATION

The attached 2017 budget is a preliminary first draft which represents the first step in the 2017 budget process. It has been prepared using the 2017 labour model and includes increases to operating expenses and revenues based on 2016 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 2017 budget.

FOLLOW UP ACTION

Staff will be available to respond to any questions at the January 12, 2017 CSC meeting. The draft budget will be reviewed again at the January 24, 2017 CSC meeting along with a summary of the preliminary capital and supplemental operating requests.

DRAFT

The Village of Lions Bay
Consolidated Operating Budget 2017
(Draft)

	2016 Budget	2017 Budget	Change	%
Revenues				
Taxation	1,410,612	1,452,172	41,560	2.9%
Utility Fees and Rates	1,033,030	1,082,861	49,831	4.8%
Fees, Licenses and Permits	93,835	128,843	35,008	37.3%
Small Community Grant	285,000	295,000	10,000	3.5%
Other Grants	422,613	202,410	(220,203)	-52.1%
Other Revenue	87,206	105,032	17,826	20.4%
	3,332,295	3,266,318	(65,977)	-2.0%
Expenditures				
Administrative Services	953,140	969,200	16,060	1.7%
Council	67,020	62,746	(4,274)	-6.4%
EOC	18,700	14,635	(4,065)	-21.7%
Fire	278,397	288,151	9,753	3.5%
Bylaw	28,775	32,878	4,104	14.3%
Parks, Recreation and Culture	160,849	180,257	19,408	12.1%
Planning and Development	60,319	47,489	(12,830)	-21.3%
Public Works	423,833	382,682	(41,151)	-9.7%
Water Fund	981,249	817,718	(163,531)	-16.7%
Sewer Fund	109,593	95,631	(13,962)	-12.7%
Solid Waste	200,125	191,030	(9,095)	-4.5%
	3,282,000	3,082,416	(199,584)	-6.1%
Surplus / (Deficit)	50,295	183,902		
Non-cash items included in Surplus/(Deficit)				
Add back amortization	553,787	566,287		
MFA Actuarial Gain on Debt	(17,506)	(20,422)		
	586,576	729,767		
Cash items NOT included in Surplus/(Deficit)				
Repayment of Debt Principal	(96,102)	(97,311)		
	490,475	632,456		
Build Canada Re-budget		(217,665)		
Transfer from (to) Reserves:				
Gas Tax Funding		(56,450)		
Water Surplus - based on draft water		(12,404)		
Sewer Surplus - based on draft sewer budget		(11,462)		
Cash Surplus		334,474		

**Village of Lions Bay
2017 Draft Budget**

Revenues

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%	Notes
Taxation								
General Municipal Property Tax	1,111,340	987,338	1,105,803	1,105,811	1,161,101	55,291	5.0%	1
Fire Levy - from Municipal Taxation	-	206,878	231,703	231,703	243,289	11,585	5.0%	
Parcel Taxes	253,652	291,227	35,931	35,931	10,585	(25,346)	-70.5%	2
Grants in Lieu	35,341	33,267	34,367	34,366	34,397	31	0.1%	
Admin Fees - Schools Taxes	2,788	2,783	2,856	2,800	2,800	-	0.0%	
	1,403,121	1,521,494	1,410,660	1,410,612	1,452,172	41,560	2.9%	
Utility Fees and Rates								
Water User Rates	377,725	438,356	786,865	788,283	827,697	39,414	5.0%	
Sewer User Rates	37,422	41,164	44,822	44,822	67,234	22,412	50.0%	2
Solid Waste User Rates	196,331	196,802	199,999	199,925	187,930	(11,995)	-6.0%	
	611,478	676,322	1,031,686	1,033,030	1,082,861	49,831	4.8%	
Fees, Licenses and Permits								
Building Permits	20,000	9,907	12,857	12,000	38,500	26,500	220.8%	3
Board Of Variance Application Fee	1,859	2,500	1,000	3,000	3,000	-	0.0%	
Secondary Suite Surcharge Fees	13,312	11,490	17,098	16,500	18,200	1,700	10.3%	
Other Permits	610	245	2,530	200	750	750	n/a	
Fire Training Programs	300	1,450	300	1,500	300	(1,200)	-80.0%	
Recreation Programs	7,190	5,727	3,855	4,500	3,700	(800)	-17.8%	
Hall Rental	912	9,204	9,113	6,000	7,500	1,500	25.0%	
Boat Space Rentals	6,000	5,000	5,800	4,500	7,250	2,750	61.1%	
Rental Agree - BC Ambulance	21,893	23,234	25,113	25,113	25,113	-	0.0%	
Parking Fines	4,335	17,233	8,098	5,000	8,000	3,000	60.0%	
Parking Passes - Annual	1,240	2,000	1,240	1,500	1,200	(300)	-20.0%	
Parking Passes - Other	6,411	5,562	5,793	4,800	5,300	500	10.4%	
Dog Licences	3,330	3,420	4,860	3,350	4,000	651	19.4%	
Filming Revenue	250	5,280	2,200	1,500	1,750	250	16.7%	
Tree Cutting Applications	420	360	400	508	500	(8)	-1.5%	
Tax Information Charges	1,800	1,840	2,160	1,800	1,800	-	0.0%	
Miscellaneous	2,271	2,192	3,541	2,065	1,980	(85)	-4.1%	
	92,133	106,644	105,956	93,835	128,843	35,208	37.5%	
Grants								
Small Community Grant	195,516	310,738	296,372	285,000	295,000	10,000	3.5%	
Grant - New Build Canada	-	26,421	54,145	219,595	145,110	(74,485)	-33.9%	4

**Village of Lions Bay
2017 Draft Budget**

Revenues

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%	Notes
Gas Tax Funding	54,616	54,616	56,451	54,600	56,450	1,850	3.4%	
Provincial Government Grants	440,343	-	-	-	-	-	n/a	
Federal Government Grants	41,575	-	2,177	-	-	-	n/a	
Disaster Financial Assistance (EMBC)	-	278,334	99,113	143,568	-	(143,568)	-100.0%	
Other Grants	850	37,989	2,350	4,850	850	(4,000)	-82.5%	
	732,900	708,098	510,607	707,613	497,410	(210,203)	-29.7%	
Other Revenue								
Fire Department Callouts Highway	25,932	28,466	21,934	20,000	24,000	4,000	20.0%	
Donations to LB Fire Department	29,451	36,050	9,118	20,000	10,000	(10,000)	-50.0%	
Fire Fighter Day Revenue	-	-	25,152	-	20,000	20,000	n/a	
Fire Department Miscellaneous	-	8,291	-	-	-	-	n/a	
Tax Penalties and Interest	23,768	24,239	24,983	20,500	22,800	2,300	11.2%	
MFA Actuarial Interest	12,005	14,701	17,506	17,506	20,422	2,916	16.7%	
Bank Return on Investment	21,873	11,444	12,548	7,000	6,110	(890)	-12.7%	
In-Kind Revenue	-	2,013	3,850	-	-	-	n/a	
Miscellaneous	3,572	859	461	1,000	500	(500)	-50.0%	
Water/Sewer Connection Fees	13,312	1,904	94	1,200	1,200	-	0.0%	
	129,912	127,968	115,645	87,206	105,032	17,826	20.4%	
Total Revenues	2,969,543	3,140,527	3,174,555	3,332,295	3,266,318	(65,777)	-2.0%	

Notes:

- 1 The revenue includes a 5% property tax increase. Each 1% increase in property taxation provides an increase of \$11,058 in revenue.
- 2 The budget assumes the elimination of the Sewer Parcel Tax with all revenue coming from sewer user fees.
- 3 Building permit fee revenue has increased due to the increase per the Fees Bylaw, the new application fee and anticipated new house construction in 2017.
- 4 The Build Canada grant revenue and related capital expense has been re-budgeted for 2017 as the project was not completed in 2016.

**Village of Lions Bay
2017 Draft Budget**

General Fund - Administration

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%	Notes
Expenditures								
Amortization	319,719	335,783	354,561	354,561	362,061	7,500	2.1%	
Communications	40,801	40,076	46,358	57,439	52,931	(4,508)	-7.8%	1
Fiscal Charges	3,636	3,628	3,513	3,750	3,750	-	0.0%	
Insurance	27,855	31,032	26,341	32,640	33,293	653	2.0%	
Internal Allocations	(53,500)	(53,500)	(53,500)	(53,500)	(53,500)	-	0.0%	
Maintenance	3,047	2,926	4,117	7,105	7,212	107	1.5%	
Material, Supplies and Equipment	8,642	10,586	9,472	11,168	10,477	(691)	-6.2%	
Professional Fees / Contract Services	80,348	52,922	44,939	65,568	60,500	(5,068)	-7.7%	2
Salaries and Benefits	382,658	408,142	462,134	453,817	471,932	18,115	4.0%	3
Sundry	11,240	2,781	4,925	2,921	2,942	21	0.7%	
Training / Professional Development	8,948	13,506	14,325	15,079	14,945	(133)	-0.9%	
Utilities	1,877	1,745	1,825	2,593	2,658	65	2.5%	
	835,272	849,627	919,009	953,140	969,200	16,060	1.7%	

Notes:

- 1 2016 budget included a supplemental request for sandwich boards.
- 2 Legal fees have been reduced to reflect actual prior year expenditures.
- 3 Based on labour model.

Village of Lions Bay
2017 Draft Budget

General Fund - Council

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%	Notes
Expenditures								
Council Communication	583	128	10,676	1,300	1,300	-	0.0%	
Council Publications & Postage	12,465	-	-	203	206	3	1.5%	
Council - Office Supplies	403	196	144	203	206	3	1.5%	
Professional Services	-	-	4,358	5,000	-	(5,000)	n/a	1
Salaries and Benefits	41,166	41,537	38,884	41,994	42,642	648	1.5%	
Committee Expenses	-	246	-	406	412	6	1.5%	
Council - Ceremonies/ Misc.	646	4,111	4,540	3,603	3,656	53	1.5%	
Volunteer Recognition	-	-	-	812	824	12	1.5%	
Election	14,856	-	11,665	4,000	4,000	-	0.0%	
Conferences & Conventions	4,314	4,276	940	5,500	5,500	-	0.0%	
Association Dues / Memberships	-	342	351	-	-	-	n/a	
Travel	1,544	2,248	1,410	4,000	4,000	-	0.0%	
	75,976	53,084	72,969	67,020	62,746	(4,274)	-6.4%	

Notes:

1 2016 budget included \$5k for strategic planning.

Village of Lions Bay
 2017 Draft Budget

General Fund - EOC Services

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%	Notes
Expenditures								
Communications	1,459	1,710	1,559	1,600	1,600	-	0.0%	
Grants	4,686	3,306	1,255	5,600	4,535	(1,065)	-19.0%	1
Maintenance	6,976	3,978	3,937	6,000	6,000	-	0.0%	
Material, Supplies and Equipment	-	-	-	500	500	-	0.0%	
Training / Professional Development	1,285	12,500	17	5,000	2,000	(3,000)	-60.0%	2
Utilities	3,857	4,063	4,519	-	-	-	n/a	
	18,263	25,558	11,286	18,700	14,635	(4,065)	-21.7%	

Notes:

- 1 Includes \$3,935 grant request from ESS (\$5,000 in 2016).
- 2 2016 budget included \$3,000 for EOC training.

**Village of Lions Bay
2017 Draft Budget**

General Fund - Fire Department

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%	Notes
Expenditures								
Communications	47,732	42,421	41,681	42,522	50,425	7,902	18.6%	1
Fiscal Charges	167	172	185	200	200	-	0.0%	
Insurance	10,746	10,417	11,318	10,800	11,600	800	7.4%	
Maintenance	27,362	37,015	31,851	37,950	38,750	800	2.1%	
Material, Supplies and Equipment	40,244	39,189	23,628	31,780	34,300	2,520	7.9%	
Professional Fees / Contract Services	-	-	-	5,000	-	(5,000)	n/a	2
Salaries and Benefits	86,201	101,609	96,808	106,445	109,026	2,581	2.4%	
Training / Professional Development	30,740	29,499	26,760	40,800	40,950	150	0.4%	
Utilities	3,126	1,864	1,373	2,900	2,900	-	0.0%	
	246,318	262,185	233,603	278,397	288,151	9,753	3.5%	

Notes:

- 1 Budget includes \$5,000 donation to Children's Hospital.
- 2 2016 budget included \$5,000 for a fire strategic review.

Village of Lions Bay
 2017 Draft Budget

General Fund - Bylaw Services

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%	Notes
Expenditures								
Communications	677	706	728	750	750	-	0.0%	
Material, Supplies and Equipment	4,367	3,272	1,661	4,508	4,515	8	0.2%	
Professional Fees / Contract Services	1,893	2,678	1,523	2,000	2,000	-	0.0%	
Salaries and Benefits	9,433	15,703	20,319	20,502	24,583	4,081	19.9%	1
Training / Professional Development	2,388	-	2,484	1,015	1,030	15	1.5%	
	-	18,758	22,359	28,775	32,878	4,104	14.3%	

Notes:

1 Budgeted for 3 days per week from May 24 to September 30 - 8 hours Friday, 12 hours Saturday, Sunday and stats.

**Village of Lions Bay
2017 Draft Budget**

General Fund - Parks and Recreation

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%	Notes
Expenditures								
Communications	-	-	297	-	350	350	n/a	
Grants	17,996	34,836	32,374	29,229	25,130	(4,099)	-14.0%	1
Insurance	5,000	2,600	2,400	2,692	2,746	54	2.0%	
Maintenance	19,054	28,401	18,614	30,802	27,615	(3,187)	-10.3%	
Material, Supplies and Equipment	1,194	233	3,564	1,685	4,000	2,315	137.4%	
Professional Fees / Contract Services	-	4,995	2,418	4,110	-	(4,110)	-100.0%	2
Recreation Programs	6,334	4,834	3,354	4,025	2,960	(1,065)	-26.5%	
Salaries and Benefits	87,159	115,377	104,054	81,495	110,479	28,984	35.6%	3
Sundry	-	(140)	471	508	515	8	1.5%	
Utilities	4,411	5,004	3,118	6,304	6,461	158	2.5%	
	141,148	196,141	170,664	160,849	180,257	19,408	12.1%	

Notes:

- 1 Budgeted 2017 Municipal Grants requested - to be approved by Council.
- 2 The 2016 budget included the Infrastructure Master Plan.
- 3 Allocation of Public Works salaries was adjusted in 2017 to reflect actual costs.

**Village of Lions Bay
2017 Draft Budget**

General Fund - Planning and Development

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%	Notes
Expenditures								
Communications	930	963	825	2,035	2,050	15	0.7%	
Professional Fees / Contract Services	43,399	2,812	18,953	36,500	18,568	(17,932)	-49.1%	1
Salaries and Benefits	15,405	18,780	22,005	19,551	24,604	5,053	25.8%	2
Sundry	628	500	213	761	773	11	1.5%	
Training / Professional Development	501	948	995	1,472	1,494	22	1.5%	
	60,864	24,004	42,991	60,319	47,489	(12,830)	-21.3%	

Notes:

- 1 2016 budget included \$30k for a planning consultant. \$12k has been re-budgeted for the portion of work to be completed in 2017.
- 2 Based on Labour Model.

**Village of Lions Bay
2017 Draft Budget**

General Fund - Public Works

	2014 Actual	2015 Actual	2016 YTD Actual	2016 Budget	2017 Budget	Change	%	Notes
Expenditures								
Communications	14,059	11,026	14,337	17,553	15,606	(1,947)	-11.1%	
Interest Payments	16,619	16,048	15,016	15,016	13,952	(1,064)	-7.1%	
Insurance	9,637	12,408	10,959	10,200	10,404	204	2.0%	
Internal Allocations	-	(15,000)	(15,000)	(15,000)	(15,000)	-	0.0%	
Maintenance	76,325	90,489	47,177	126,059	120,713	(5,346)	-4.2%	
Material, Supplies and Equipment	32,536	30,468	26,422	38,570	39,149	579	1.5%	
Professional Fees / Contract Services	1,200	38,762	19,338	61,358	20,560	(40,798)	-66.5%	1
Salaries and Benefits	183,008	154,438	157,834	165,054	166,198	1,144	0.7%	2
Sundry	124	44	32	254	258	4	1.5%	
Training / Professional Development	2,344	2,856	3,311	4,771	4,842	72	1.5%	
Utilities	-	-	5,909	-	6,000	6,000	n/a	
Total Expenditures	335,851	341,539	285,334	423,833	382,682	(41,151)	-9.7%	

Notes:

- 1 The 2016 budget included the Infrastructure Master Plan.
- 2 Allocation of Public Works salaries was adjusted in 2017 to reflect actual costs.