



VILLAGE OF SILVERTON

AGENDA

SPECIAL MEETING OF COUNCIL TO BE HELD

November 14, 2019

COUNCIL CHAMBERS – VILLAGE OFFICE – 421 LAKE AVE.

4:00 PM

A. CALL TO ORDER

B. THE VILLAGE OF SILVERTON ACKNOWLEDGES THE INDIGENOUS PEOPLES ON WHOSE TRADITIONAL TERRITORIES WE STAND

C. ADDITION OF LATE ITEMS IF ANY

D. ADOPTION OF THE AGENDA

E. ADOPTION OF THE MINUTES

None at this time.

F. DELEGATIONS AND PETITIONS

None at this time.

G. UNFINISHED BUSINESS/BUSINESS ARISING

- G1. CFO Quarterly Financial Report

- G2. Review of Council Strategic Priorities 2019 – Discussion for 2020

- G3. 2020 Capital Projects - Discussion

H. NEW BUSINESS

None at this time.

I. CORRESPONDENCE FOR INFORMATION

None at this time.

J. COUNCIL REPORTS

None at this time.

K. ADMINISTRATION REPORTS

None at this time.

L. BYLAWS AND POLICY

None at this time.

M. PUBLIC INPUT PERIOD/PRESS

Terms of reference as per the Procedure Bylaw include;

- The maximum time allotted is two (2) minutes.
- The Public Input is for items on the Council Agenda only.
- The Public Input Period provides an opportunity for public input only, without expectation of response from Council.

N. IN CAMERA MEETING:

None at this time.

O. ITEMS BROUGHT FORWARD FROM IN CAMERA

P. ADJOURNMENT

VILLAGE OF SILVERTON
STATEMENT OF OPERATIONS - OPERATING FUND
 For the Period Ended September 30, 2019

	2019				2018			
	YTD Actual	Total Budget	Balance Remaining	% Rem	YTD Actual	Total Budget	Balance Remaining	% Rem
REVENUES								
Taxes	\$ 163,263	\$ 162,223	\$ (1,040)	(1)%	\$ 148,737	\$ 148,139	\$ (598)	- %
Sales of Services	62,175	54,150	(8,025)	(15)%	43,218	63,531	20,313	32 %
Other revenue	20,840	23,760	2,920	12 %	20,478	34,110	13,632	40 %
Investment income	3,772	1,500	(2,272)	(151)%	2,841	1,500	(1,341)	(89)%
Grants - unconditional	291,153	291,000	(153)	- %	281,261	273,000	(8,261)	(3)%
Grants - conditional	287,191	362,274	75,083	21 %	170,055	528,366	358,311	68 %
Water user fees	<u>85,074</u>	<u>84,800</u>	<u>(274)</u>	<u>- %</u>	<u>74,263</u>	<u>73,859</u>	<u>(404)</u>	<u>(1)%</u>
Total revenue	<u>913,468</u>	<u>979,707</u>	<u>66,239</u>	<u>7 %</u>	<u>740,853</u>	<u>1,122,505</u>	<u>381,652</u>	<u>34 %</u>
EXPENSES								
General Government	192,325	257,306	64,981	25 %	213,255	288,764	75,509	26 %
Protective services	194,492	271,969	77,477	28 %	48,529	242,900	194,371	80 %
Transportation services	87,787	169,530	81,743	48 %	97,689	134,472	36,783	27 %
Environmental health services	16,272	23,744	7,472	31 %	19,639	26,262	6,623	25 %
Recreation and cultural services	32,475	49,700	17,225	35 %	31,547	68,600	37,053	54 %
Water utility operations	<u>26,708</u>	<u>54,929</u>	<u>28,221</u>	<u>51 %</u>	<u>38,070</u>	<u>51,086</u>	<u>13,016</u>	<u>25 %</u>
Total expense	<u>550,059</u>	<u>827,178</u>	<u>277,119</u>	<u>34 %</u>	<u>448,729</u>	<u>812,084</u>	<u>363,355</u>	<u>45 %</u>
NET REVENUE (EXPENSE)	<u>363,409</u>	<u>152,529</u>	<u>210,880</u>	<u>138 %</u>	<u>292,124</u>	<u>310,421</u>	<u>(18,297)</u>	<u>(6)%</u>
CAPITAL								
General - Outdoor exercise equipment	7,457	8,000	543	7 %	320,648	412,500	91,852	22 %
- Computer upgrade	-	10,000	(10,000)	100 %	-	-	-	-
- Memorial building upgrade	-	38,000	(38,000)	100 %	-	-	-	-
- Highway sidewalk	-	40,000	(40,000)	100 %	-	-	-	-
- Footbridge upgrade	-	15,000	(15,000)	100 %	-	-	-	-
Water	<u>14,763</u>	-	<u>14,763</u>	-	-	-	-	-
	<u>22,220</u>	<u>111,000</u>	<u>88,780</u>	<u>80 %</u>	<u>320,648</u>	<u>412,500</u>	<u>91,852</u>	<u>22 %</u>
NET SURPLUS (DEFICIT)	<u>\$ 341,189</u>	<u>\$ 41,529</u>	<u>\$ 299,660</u>	<u>722)%</u>	<u>\$ (28,524)</u>	<u>\$ (102,079)</u>	<u>\$ 73,555</u>	<u>72 %</u>

NOTES

Revenues

- The Village is on target to end the year in line with the budgeted operating revenues.
- Taxes have been billed and collected as expected.
- Sales of services is higher than budget and than in prior year as the Village had a very successful campground season with revenue collected being over \$7k higher than budget and \$14k more than in 2018.
- Other revenue is higher this year as compared to the same period last year with the major factor being the full year rent from the Gallery society being received early in the year.
- Conditional grants are higher this year as compared to last year due to the Village receiving \$100k UBCM fire mitigation grant, the CBT Slokan valley firesmart initiatives as well as there was a double payment of gas tax in 2019.
- All other revenues appear to be in line with budget expectations and consistent with prior years.

Expenses

- Overall the Village is managing the expense portion of the operating budget within the expected parameters.
- Please note that expenses are budgeted to occur evenly through the year. This has resulted in some favourable/unfavourable expense variances due to timing differences. It is anticipated that these timing differences will be resolved prior to year end.
- General government expense are lower in the current year because in 2018 the Village paid the contractor working on the Rural dividend funded Co-workspace feasibility study. In addition, there was a onetime expense in 2018 of \$7,600 for a water shed study.
- Protective services expenses are higher in the current year as the payment for SIFO's fire mitigation work has been paid as well as the payments to the RDCK for the EOC and firesmart programs undertaken regionally in 2018 and were funded by UBCM grants.
- The reason protective services is currently underbudget is that the Village continues to take the lead on the tri-municipalities Slokan valley firesmart initiatives, where CBT has added funds to the UBCM sponsored project that currently have limited expenses.
- Transportation services expenses are higher last year as compared to the current year because of the completion of the asset management work in early 2018. The current years asset management project is underway with the hope it will be completed by the end of the year, however, it may push into 2020.
- Environmental Health services expenses are lower than in the previous year as the Village invested in the composting pilot project and feasibility study last year.
- The Water operations expense are lower this year as compared to last year as some unexpected pump repair issue were incurred in the spring of 2018. The Village is also waiting on the water line crossing design documents, which should arrive in the near future.
- Other than the items noted above, there are no significant variances to report at the end of September 30, 2019.

Capital

- The computer system upgrades should be completed by the end of November.
- The rubberized material required for work on the highway sidewalk and footbridge path has been purchased and stored at the Village premises. Although the plan was for the work to be completed in the early fall weather conditions has resulted in the project needing to be carried forward to 2020.
- Staff have been working on additional grant sources to fund the Memorial Hall window and building envelope upgrades as the entire estimated project costs are higher than what was budgeted to address all desired upgrades.
- The outdoor exercise equipment project is completed and paid for.
- There was an unexpected bill received by the Village for water line upgrade work from 2 years ago. Due to an error in the engineers holdback calculation the Village had not paid the full amount for the project. Staff continue to work with the Ministry and the engineering firm in an attempt to ease the financial pressure of this oversight.

STRATEGIC PRIORITIES CHART

JUNE 2019

COUNCIL PRIORITIES (Council/CAO)

2019 TOP SIX

- 1A. OCP UPDATE/REVIEW
- 1B. FIBRE TO THE HOME (INTERNET)
- 2. ON-GOING ASSET MANAGEMENT
- 3. BOAT LAUNCH & RAMP
- 4. DOWNTOWN ENHANCEMENT
- 5. UPGRADE CREEKSIDE CAMPGROUND

ADVOCACY/PARTNERSHIPS

- HIGH SPEED INTERNET/FIBRE TO THE HOME
- INCREASED TRANSIT OPTIONS
- WATERSHED/NATURAL ASSETS
- RESOURCE RECOVERY
- TRAILS FOR SKIING/SNOWMOBILES
- SUB-REGIONAL COLLABORATION

ECONOMIC & SOCIAL INITIATIVES

- ❖ Sidewalk improvements
- ❖ Support Cannabis businesses
- ❖ Self-sufficient energy source
- ❖ Historical assets enhancement
- ❖ Accessibility for all to municipal buildings
- ❖ Business attraction
- ❖ Create locations for food trucks/trailers

GREEN INFRASTRUCTURE

- Beach Accesses
- Swim Dock and moorage buoys
- Parking for access to natural assets; lake and creek
- Campground enhancement and upgrades
- Flowers on municipal buildings
- Baseball field upgrades
- EV charging station
- Village owned self-driving vehicle co-op

ORGANIZATIONAL STRATEGIES (CAO/Staff)

- OCP Review & Public engagement
- Record Management/filing system
- Policy and Bylaw review/modernization
- Maximize funding for value-added to Council priorities and capital projects
- Asset Management Plan
- Staff training and courses

capital budget is the budget for activities that are to be one off, such as, the Gallery renovations, playground project, exercise equipment project, or Memorial Hall upgrades, footbridge upgrades/repairs.

Discussion

This process is a “living” process. Meaning, staff is providing an outline, however, there can be changes and revisions as Council sees fit. There might be more or less meetings necessary for Council’s budget process. Here is the current outline with **one planned meeting per month listed**, as discussed with the CFO.

October - Preliminary Budget Discussions:

- 1. Review Strategic Priorities of 2019
- 2. Beginning the conversations for capital projects in 2020 by both Council and staff
- 3. 3rd Quarter Financial Report - CFO

November – Initial budget review with CFO: 1. 2019 Budgeted items – operations

December – Focus on finalizing capital projects for 2020 and looking forward in 5-year financial plan by both Council and staff

January - Preliminary 2019 year-end financials with CFO
Any changes, additions, to budget work plan to date based on 2019 year-end numbers

March - 2019 finalized year-end financials with CFO
Any changes, additions, to budget work plan to date based on 2019 year-end numbers

April - First three readings of the 5-year financial plan, tax rate Bylaw, audited financial statements with CFO

April/May - Final Adoption of the 5-year financial plan, tax rate Bylaw, audited financial statements

Hillary Elliott, CAO



Administrative Report: Hillary Elliott, CAO

Village of Silverton Council

Special Meeting of Silverton Village Council October 29, 2019

Executive Summary

The purpose of this report is to provide information for budget discussion for 2020.

Background

Every year staff put forward projects and initiatives they feel are important and/or vital for best practices in operations of the Village of Silverton. Some staff recommendations may come from our asset management plan for roads and water infrastructure, failing infrastructure, or important projects that could avoid future problems with the Village of Silverton operations.

This is only an initial list from staff and staff will provide more input as the budget process progresses.

Financial Impact

Each project will have an estimated budget cost for 2020 through the CFO.

Discussion

- Water infrastructure as per asset management plan – the engineered plans/report are a 2019 budget item. Staff will recommend following through with those plans in 2020 in accordance with our plan. We have yet to receive the plans/report. Possible funding will be explored.
- Recreation Master Plan (boat launch, beach, campground, curling rink, Dewis Park, Day Park) – staff believe there will be funding available for 2020 for this project.
- Silverton foot trail Master Plan - staff believe there will be funding available for 2020 for this project.
- Increase campground fees from \$18-20 and \$25–30 per site. There has not been a price increase in over a decade, which also affects the income for the contractor.
- Village office renovations re: single public/council chamber entrance (removal of hazardous stairs and deteriorating overhang), reorganization of interior, addition of shower with change of location of bathroom facilities, wheelchair accessibility.

Hillary Elliott, CAO