DISTRICT OF SECHELT
COMMITTEE OF THE WHOLE MEETING
AGENDA

Wednesday, January 10, 2024, 1:00 pm
Community Meeting Room
1st Floor, 5797 Cowrie St., Sechelt
and Via Zoom Online Meeting Platform

PLEASE NOTE:
The District of Sechelt will continue to conduct Council and Committee meetings in person in the Community Meeting Room. The public is welcome to attend in person or by electronic communications, as follows:
District of Sechelt's YouTube channel: https://www.youtube.com/user/SecheltMedia
Zoom: https://zoom.us, join Meeting ID: 842 8427 1226 and Password: JAN2024
Phone: 1-778-907-2071, with Meeting ID: 842 8427 1226 and Password: 0401525

		Pages
1.	CALL TO ORDER AND DECLARATION OF CONFLICT	
2.	ADOPTION OF AGENDA	
3.	APPOINTMENTS AND DELEGATIONS	
4.	BUSINESS ITEMS	
4.1	Provisional Budget - Additional Operating Requests	2
4.2	2024 Provisional Budget Updated Capital List and Reserve List	6
5.	ADJOURNMENT	

District of SECHELT

REQUEST FOR DECISION

TO: Committee of the Whole **MEETING DATE:** January 10, 2024

FROM: David Douglas, Director of Finance

SUBJECT: **2024 Provisional Budget – Additional Operating Requests**

FILE NO: 1715-2024

RECOMMENDATION

1. That the proposed changes to the 2024 Provisional Budget – Additional Operating Requests as presented in Attachment 1 be included in the 2024 - 2028 Financial Plan.

PURPOSE

The purpose of this report is to provide additional information to the Committee of the Whole on 2024 Additional Operating Requests.

OPTION

1. That other direction be provided to staff.

DISCUSSION

Summary

Staff were asked to provide the following information concerning the additional staff requests:

- Budget breakdown on hiring additional staff requests over a period of time.
- Review 2024 budget for potential cost savings.

Legislative Context

None.

Background

None.

POLICY AND BYLAW IMPLICATIONS

None.

SUSTAINABILITY PLAN IMPLICATIONS

The goal within the adopted Integrated Community Sustainability Plan that relates to this report:

- Social Sustainability and Community Well Being

STRATEGIC PLAN IMPLICATIONS

The goal within the adopted Strategic Plan that relates to this report:

- Community Safety and Wellbeing

FINANCIAL IMPLICATIONS

The table below include further analysis on 2024 staffing requests.

Position	**Department**	**Funding Source**		**Ammended request**	**Tax increase**
Parks Maintenance Position 1	Parks	Taxation	12 Months	$88,117	.69%
Engineering Technologist	Engineering	Taxation	6 Months	$48,314	.38%
Parks Maintenance Position 2	Parks	Taxation	8 Months	$58,744	.46%
Public Works Operator 1	Public Works	Taxation	8 Months	$41,594	.33%
	Sewer	User Fees		$13,985	
Facilities Maintenance Labourer	Facilities	Defer to 2025			
Community Safety Reserve	RCMP	Defer to 2025			
Total				**$250,754**	**1.86%**

The table below include further analysis on 2024 operating cost savings.

Savings		
Additional New construction taxation	$94,000	
Reduce General Operating Contingency	25,000	
Reduce Council Contingency	5,000	

Reduce Communication Budget	10,000	
Reduce Risk Management Budget	5,000	
Savings due to staff vacancies	10,000	
Reduction to Planning expenses	30,000	
Reduction to Small Paving Works	10,000	
Total	**$189,000**	**1.48%**

By including these changes into the 2024 Provisional Budget the District would be considering an 8.48% Property tax increase. An 8.48% increase would result in an average home being charged an additional $169.60.

COMMUNICATIONS

Information is included in the agenda as well as the District's website.

Respectfully submitted,

David M Douglas

Attachments:

1 – 2024 Additional Operating Requests – Plan C

Attachment 1

2024 Additional Operating Requests

Project	Department	Funding Source	2024 Request		Tax Increase
General					
High Priority					
Parks Maintenance Position 1	Parks	Taxation	12 Months	**88,117**	0.69%
Engineering Technologist	Engineering	Taxation	6 Months	**48,314**	0.38%
Parks Maintenance Position 2	Parks	Taxation	8 Months	**58,744**	0.46%
Public Works Operator I	Public Works/Sewer	Taxation	8 Months	**41,954**	0.33%
		User Fees		**13,985**	0.11%
Facilties Maintenance Labourer	Facilities	Taxation		**-**	0.00%
Community Safety Coordinator	RCMP	Taxation		**-**	0.00%
Capital Reserve Contribution (Annual 3% increase)	General	Taxation		**380,606**	3.00%
Drainage Master Plan	Engineering	Canada Community Building Fund		**250,000**	
DCC Bylaw Update	Engineering	Surplus, Prior Year		**20,000**	
Accessibility Audit	Facilities	Grant - BC Safe Restart (COVID)		**25,000**	
Microsoft 365 Consulting Services	Information Technology	Grant - BC Safe Restart (COVID)		**25,000**	
IT Corporate Training	Information Technology	Grant - BC Safe Restart (COVID)		**5,000**	
Orthophoto Imagery Acquisition	Information Technology	Taxation		**10,000**	0.08%
OCP Update	Planning and Development Services	Housing Accelerator Fund		**500,000**	
Medium Priority					
Mobile Ticketing Tablets and Printers	Planning and Development Services	Grant - BC Safe Restart (COVID)		**15,000**	
Davis Bay Wharf: Environmental Assessment	Facilities	Surplus, Prior Year		**30,000**	
Davis Bay Wharf: Archaeology (PAFR)	Facilities	Surplus, Prior Year		**15,000**	
Utility Billing Module	Finance	Grant - BC Safe Restart (COVID)		**32,000**	
Fleet Tracking Software	Fleet	Local Government Climate Action Plan Reserve		**15,000**	
Enhanced Policing Patrols	RCMP	Grant - BC Safe Restart (COVID)		**40,000**	
Asset Appraisal Services	Risk Management	Canada Community Building Fund		**20,000**	
Rockwood Facility Upgrades	Facilities	Surplus, Prior Year		**11,000**	
Seaside Facility Upgrades	Facilities	Surplus, Prior Year		**12,000**	
Community Services Master Plan	Parks	Canada Community Building Fund		**95,000**	
Low Priority					
GIS Development Files	Planning and Development Services	Surplus, Prior Year		**10,000**	
Sewer					
Low Priority					
Environmental Impact Study	Sewer	User Fees		**100,000**	
H2S Maintenance Hole Monitoring	Sewer	User Fees		**12,000**	
				$ 1,873,720	

2024 Funding Summary		
Canada Community Building Fund	**$**	**365,000**
Grant - BC Safe Restart (COVID)		**142,000**
Housing Accelerator Fund		**500,000**
Local Government Climate Action Plan Reserve		**15,000**
Surplus, Prior Year		**98,000**
Taxation		**627,735**
User Fees		**125,985**
Total		**1,873,720**

District of SECHELT

REQUEST FOR DECISION

TO: Committee of the Whole **MEETING DATE:** January 10, 2024

FROM: David Douglas, Director of Financial Services

SUBJECT: **2024 Provisional Budget Updated Capital List and Reserve List**

FILE NO: 1705-2024

RECOMMENDATION

1. That the proposed changes to the 2024 Provisional Budget Updated Capital List and Reserve List be included in the 2024 - 2028 Financial Plan; and

   That staff be directed to prepare the required Financial Plan and Tax Rate bylaws.

PURPOSE

The purpose of this report is to provide Committee of the Whole with an updated Capital List and Reserve List.

OPTION

1. That other direction be provided to staff.

DISCUSSION

Summary

Staff have made a number of changes to the 2024 Capital List and Reserve List. Updated lists are provided as attachments. Changes are noted on the right hand side of the changed capital item.

Legislative Context

None.

POLICY AND BYLAW IMPLICATIONS

None.

SUSTAINABILITY PLAN IMPLICATIONS

The goals within the adopted Integrated Community Sustainability Plan relate to this report:

Social Sustainability and Community Well Being
Leadership in Sustainability

STRATEGIC PLAN IMPLICATIONS

The goal within the adopted Strategic Plan relate to this report:

Ensuring Financial Balance

FINANCIAL IMPLICATIONS

A number of changes to the Capital Plan are attached along with the updated reserve list. It is provided for discussion purposes and the approved Capital List will be incorporated into future versions of the budget book. Changes include delaying some projects and changing funding sources as noted on the new capital list.

COMMUNICATIONS

The information will be displayed on the District's website.

Respectfully submitted,

David M Douglas

Director of Financial Services

Attachments:

1 – Capital Plan B

2 – 2023 – 2028 Estimated Reserve Balances Plan B

Attachment 1

2024 Capital Projects - New Requests

Project	Manager	Funding Source	2024 Request	Comments	
Vehicles / Equipment					
Equipment Purchases and Replacements	Public Works Manager	MFA Financing	300,000		
		CARIP Reserve	55,000		
		Capital Reserve	115,000		
Parks / Community Infrastructure					
Park/Playground Improvements	Manager of Community Services	Capital Reserve	100,000		
		Housing Accelerator Fund	175,000	* Potential HAF Funding	Funding source change
Friendship Park Washroom Renewal	Manager of Community Services	Grant - BC Safe Restart (COVID)	97,138		
		Capital Reserve	102,862		Funding source change
Kinickinnick Well	Manager of Community Services	Growing Community Fund	-		Pushed to 2025
Facilities					
Building Facility Renewal	Engineering Project Manager	Capital Reserve	80,000		
JSB Roof (Sloped No. 1, Sloped No. 2, Flat)	Engineering Project Manager	Public Safety Reserve	120,000		
DDC Operations Center (Phase 2/3)	Facilities Coordinator	Local Government Climate Action Plan Reserve	106,000		
Hall remediation (Building Envelope Repairs) - (Phase 1/5)	Engineering Project Manager	Capital Reserve	700,000		
		Growing Community Fund	350,000		
Districtwide Accessibility Upgrades	Facilities Coordinator	Capital Reserve	100,000		
Non-Potable Fill Station Dusty Rd	Engineering Project Manager	Growing Community Fund	-		Pushed to 2025
Seaside: Refinish Concrete Floor	Facilities Coordinator	Capital Reserve	20,000		
Rockwood: Drainage Repairs	Facilities Coordinator	Capital Reserve	50,000		
Operations Centre Lift Station Alarm System	Facilities Coordinator	Capital Reserve	10,000		
RCMP - Employee Building Access Upgrades	RCMP Manager	Public Safety Reserve	100,000		
Airport					
Aiport Fuel Pump	Manager of Financial Services	Airport Reserve	25,000		
Landslide Repair and Culvert Reinstatement	Manager of Engineering Projects	Canada Community Building Fund	200,000		
Information Technology					
IT Infrastructure Maintenance/Enhancement	IT Manager	Capital Reserve	32,500		
		Grant - BC Safe Restart (COVID)	42,500		
Server Room Upgrades	IT Manager	Capital Reserve	45,000		Funding source change
Security Enhancements		Grant - BC Safe Restart (COVID)	2,500		
		Capital Reserve	5,000		Funding source change
Drainage					
Irgens Creek Headwall Installation (Sechelt Inlet Rd)	Manager of Engineering Projects	Capital Reserve	25,000		
Gale Ave Slope Remediation Design and Construction	Manager of Engineering Projects	Growing Community Fund	500,000		
Chapman Creek Flood Mitigation Phase I	Manager of Engineering Projects	Growing Community Fund	-		Pushed to 2025
General					
Capital Engagement, Design, Planning and Permitting	Director of Engineering and Operations	Capital Reserve	36,000		
Housing Accelerator Fund Projects	Director of Engineering and Operations	Housing Accelerator Fund	1,475,000		
Land Acquisition	Director of Engineering and Operations	Housing Accelerator Fund	1,500,000		
Roads					
Paving Program	Manager of Engineering Projects	Canada Community Building Fund	300,000		
		Capital Reserve	250,000		
District Wide Transportation Safety Improvements	Manager of Engineering Projects	Capital Reserve	104,000	* Potential HAF Funding	
Road Repair - Sandy Hook	Manager of Sustainable Infrastructure	Capital Reserve	100,000		Funding source change
Mermaid Street Rehabilitation	Manager of Sustainable Infrastructure	Grants & Contributions	500,000	* Potential HAF Funding	Funding source change
Sidewalks & Walkways					
Annual Sidewalk Maintenance	Manager of Engineering Projects	Capital Reserve	50,000		
Jasper Rd Sidewalk - Mills Rd to Norwest Bay Rd	Manager of Engineering Projects	Grants & Contributions	400,000		Funding source change
Sewer Collection & Treatment					
Inspect Sanitary Collection System	Manager of Wastewater	Sewer Capital Reserve	50,000		
WRC Annual Asset Replacement and Renewal	Manager of Wastewater	Sewer Capital Reserve	100,000		
Sanitary Collection System Asset Replacement and Renewal	Manager of Wastewater	Canada Community Building Fund	80,000		
Replace Wood Exterior Cladding on WRC Building	Manager of Wastewater	Sewer Capital Reserve	100,000		
Sanitary Sewer Upgrade (Dolphin - Trail)	Manager of Engineering Projects	Development Cost Charges - Sewer	29,700	* Potential HAF Funding	
		Sewer Capital Reserve	300		
Ebbtide Well Pumping System Design and Construction	Manager of Sustainable Infrastructure	Sewer Capital Reserve	20,000		
Mackenzie Marina Lift Station Rebuild	Manager of Engineering Projects	Development Cost Charges - Sewer	400,000	* Potential HAF Funding	
		Sewer Capital Reserve	200,000		
ISCO Refrigerated Sampling Unit	Manager of Wastewater	Sewer Capital Reserve	35,000		
Paving at WRC	Manager of Wastewater	Sewer Capital Reserve	25,000		
Sewer Vehicles / Equipment					
Scissor Lift	Manager of Wastewater	Sewer Capital Reserve	14,000		
Septage					
Dusty Road Septage Asset Renewal	Manager of Wastewater	Septage Reserve	15,000		
			$ 9,242,500		

2024 Funding Summary		
Airport Reserve	$	25,000
Canada Community Building Fund		580,000
Capital Reserve		1,925,362
CARIP Reserve		55,000
Development Cost Charges - Sewer		429,700
Grants & Contributions		900,000
Grant - BC Safe Restart (COVID)		142,138
Growing Community Fund		850,000
Housing Accelerator Fund		3,150,000
Local Government Climate Action Plan Reserve		106,000
MFA Financing		300,000
Public Safety Reserve		220,000
Septage Reserve		15,000
Sewer Capital Reserve		544,300
Total	**$**	**9,242,500**

Attachment 2

District of Sechelt
Estimated Reserve Balances
2022 - 2027

		BALANCE Dec 31, 2022	2023 Budgeted Transfer In	2023 Budgeted Transfer Out	ESTIMATED BALANCE Dec 31, 2023	2024 Budgeted Transfer In	2024 Budgeted Transfer Out	ESTIMATED BALANCE Dec 31, 2024
STATUTORY RESERVES								
FUND 34	Equipment Replacement Reserve	$ 282	$ -	$ -	$ 282	$ -	$ -	$ 282
FUND 35	Parkland Acquisition reserve	222,197	-	-	222,197	-	-	222,197
FUND 36	Capital Reserve	2,590,960	1,693,674	4,250,142	34,492	2,071,674	1,925,362	180,804
FUND 37	Municipal Wharf	552	-	-	552	-	-	552
FUND 38	Community Forest Legacy Fund Reserve	1,677,995	-	-	1,677,995	-	-	1,677,995
FUND 39	Affordable Housing Reserve Fund	325,157	75,000	-	400,157	-	-	400,157
FUND 46	Community Amenity Reserve Fund	65,424	-	-	65,424	-	-	65,424
FUND 47	Canada Community Building Fund	1,135,313	507,506	1,190,026	452,793	509,356	945,000	17,149
FUND 48	Growing Community Fund	-	3,759,000	900,000	2,859,000	-	850,000	2,009,000
	Housing Accelerator Fund	-	-	-	-	3,640,000	3,640,000	-
		$ 6,017,880	**$ 6,035,180**	**$ 6,340,168**	**$ 5,712,892**	**$ 6,221,030**	**$ 7,360,362**	**$ 4,573,560**

		BALANCE Dec 31, 2022	2023 Budgeted Transfer In	2023 Budgeted Transfer Out	ESTIMATED BALANCE Dec 31, 2023	2024 Budgeted Transfer In	2024 Budgeted Transfer Out	ESTIMATED BALANCE Dec 31, 2024
NON STATUTORY RESERVES								
Sewer								
02-4-0900-901	Sewer Surplus	$ 1,475,965	$ -	$ -	$ 1,475,965	$ -	$ -	$ 1,475,965
02-4-0910-915	Sewer Reserve for Committed Expenditures	785,738	-	773,168	12,570			12,570
01-4-0910-929	Public Works Yard Reserve	120,266	-	80,210	40,056	-	-	40,056
01-4-0910-936	Sewer Future Maintenance (Capital) Reserve	784,509	859,246	1,418,045	225,710	483,911	544,300	165,321
02-4-0910-948	Septage Reserve	658,834	242,145	480,000	420,979	138,476	15,000	544,455
		$ 3,825,311	**$ 1,101,391**	**$ 2,751,423**	**$ 2,175,279**	**$ 622,387**	**$ 559,300**	**$ 2,238,366**
General								
01-4-0900-901	General Surplus	$ 1,687,044	$ -	$ 250,000	$ 1,437,044	$ -	$ 98,000	$ 1,339,044
01-4-0910-911	Aiport Reserve	57,614	200,000	85,000	172,614	-	25,000	147,614
01-4-0910-912	Provision for Assessment Adjustment	11,180	-	-	11,180	-	-	11,180
01-4-0910-913	Building Reserve	14,020	-	14,019	1	-	-	1
01-4-0910-914	Provision for Election	1	8,000	-	8,001	-	-	8,001
01-4-0910-915	Reserve for Committed Expenditures	465,868	-	140,384	325,484	-	-	325,484
01-4-0910-917	Community Building Reserve	59,494	-	-	59,494	-	-	59,494
01-4-0910-918	Community Crime Programming Reserve	184,645	-	-	184,645	-	-	184,645
01-4-0910-919	Development Fee Equalization Reserve	535,555	-	22,606	512,949	-	-	512,949
01-4-0910-921	GIS Operating Reserve	26,277	-	-	26,277	-	-	26,277
01-4-0910-923	SCIF Reserve	119,010	-	-	119,010	-	-	119,010
01-4-0910-925	Porpoise Bay Govt Wharf Reserve	36,824	-	25,076	11,748	-	-	11,748
01-4-0910-926	Porpoise Bay Improvement Reserve	24,047	-	7,076	16,971	-	-	16,971
01-4-0910-927	Public Art Acquisition Reserve	2,250	-	-	2,250	-	-	2,250
01-4-0910-928	Public Safety Reserve	1,440,362	100,000	1,170,053	370,309	-	220,000	150,309
01-4-0910-930	PW Operation & Maint Reserve	60,000	-	60,000	-	-	-	-
01-4-0910-932	Rockwood Improvement Reserve	3,800	-	-	3,800	-	-	3,800
01-4-0910-935	Solid Waste Reserve	679,836	-	270,000	409,836	-	-	409,836
01-4-0910-938	CARIP Reserve	57,271	-	-	57,271	-	55,000	2,271
01-4-0910-940	Trail Bay Wharf Reserve	39,406	-	15,000	24,406	-	-	24,406
01-4-0910-942	Downtown Revitalization Reserve	44,957	-	5,692	39,265	-	-	39,265
01-4-0910-947	Geodetic Monuments Reserve	27,000	-	-	27,000	-	-	27,000
01-4-0910-950	Community Forest Dividend Reserve	27,409	-	-	27,409	-	-	27,409
01-4-0910-956	COVID Safe Restart Reserve	1,538,213	-	1,204,075	334,138	-	284,138	50,000
01-4-0910-957	Local Government Climate Action Program Res	110,082	110,082	110,000	110,164	110,000	121,000	99,164
01-4-0910-967	Investment in Sechelt Community Projects Inc.	2,281,151	-	-	2,281,151	-	-	2,281,151
		$ 9,533,314	**$ 418,082**	**$ 3,378,981**	**$ 6,572,415**	**$ 110,000**	**$ 803,138**	**$ 5,879,277**
		$ 13,358,625	**$ 1,519,473**	**$ 6,130,404**	**$ 8,747,694**	**$ 732,387**	**$ 1,362,438**	**$ 8,117,643**