



2022-2026 FINANCIAL PLAN

Special Council Meeting - March 2, 2022

Financial Plan Process

Economic Overview

Spending Packages

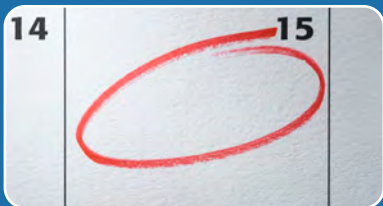
FINANCIAL PLAN TIMELINE

Financial Plan Details and Public Consultation



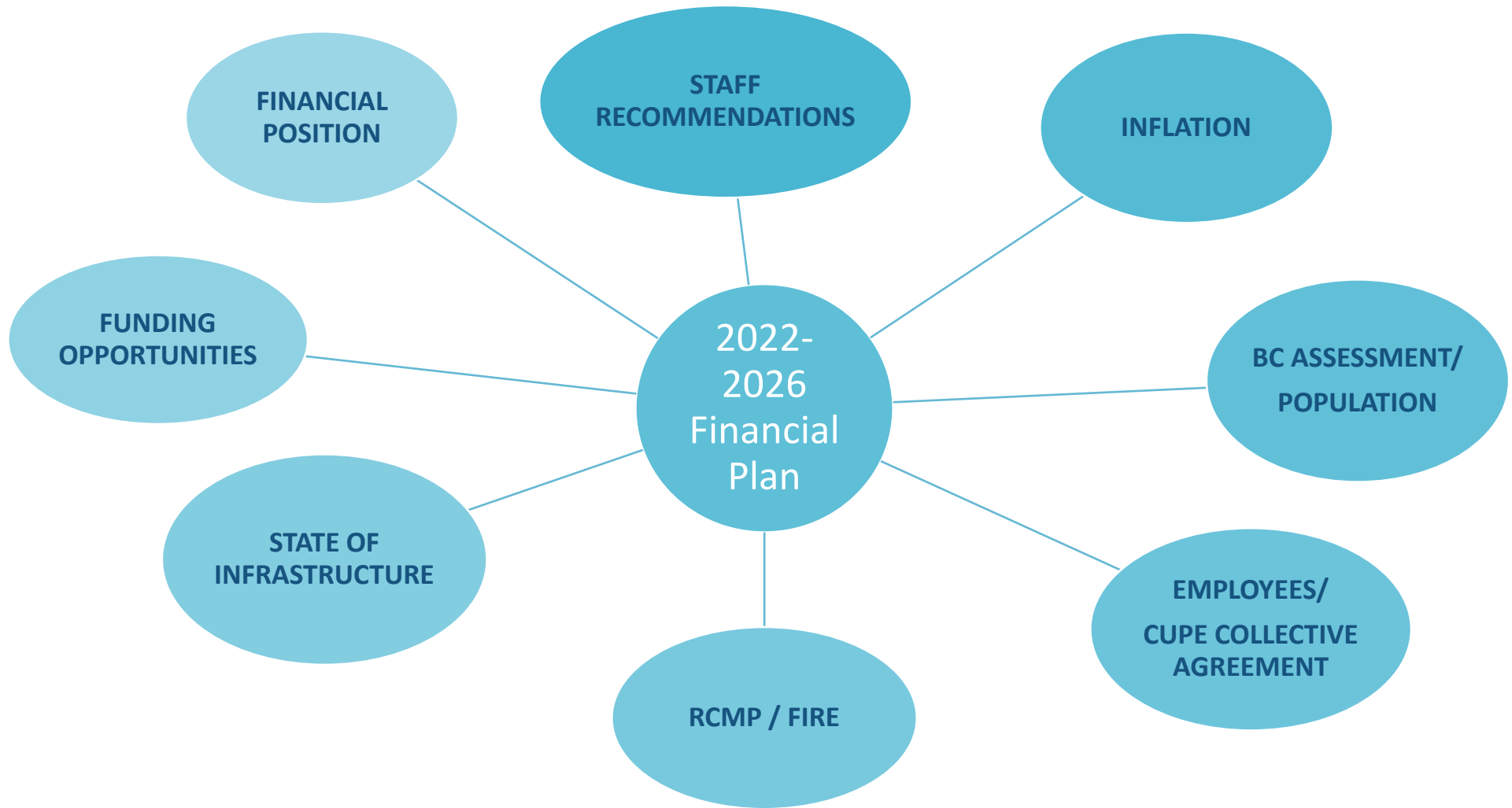
- Mar 2: Financial Plan Process / Economic Overview/
Spending packages
- Mar 23: General Fund Operating Expenditures
- Mar 30: Water and Sewer Funds / Capital

Bylaws (adoption required by May 15, 2022)



- Apr/May: Additional Financial Plan meetings if needed
- Apr/May: Financial Plan Bylaw
- Apr/May: Tax Rates Bylaw

FINANCIAL PLAN INPUTS



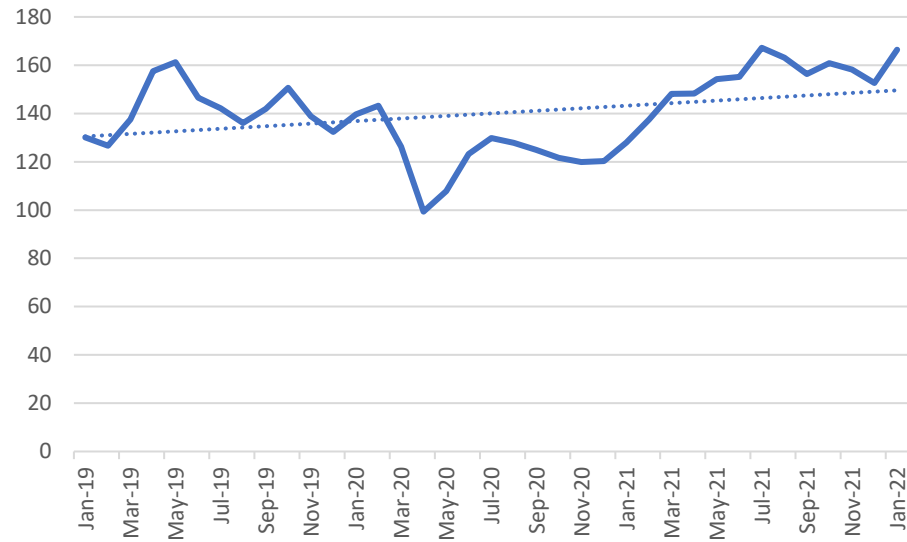
INFLATION



Source: Bank of Canada

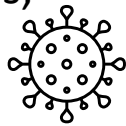
COST PRESSURES

Fuel Price - cents per litre
Victoria Jan 2019-Jan 2022
(source: Statistics Canada)



COVID

- PPE, additional cleaning time/supplies, illnesses, space, inefficiencies
- timeframe uncertain



- Insurance ~ 30% increase for property, 10% increase for liability, 170% increase for cyber (~\$66k incr)
- Fuel (see chart) ~ fleet, paving
- Construction
- Materials cost increases:
 - Grass seed / fertilizer 6-30%
 - Paper products 10-20%
 - WTP chemicals 4-8%
- RCMP
 - Collective agreement settlement
 - 18th member ~ 2022/2023

BC ASSESSMENT 2022 OVERVIEW

PROPERTY CLASS	# Folios	2022 NET TAXABLE VALUE TOTAL	2021 NET TAXABLE VALUE TOTAL	\$ CHANGE	% CHANGE	% CHANGE - MKT	% CHANGE- NON-MKT
1 - Residential	6918	\$4,542,322,000	\$3,352,776,000	\$1,189,546,000	35.5%	33.1%	2.4%
2 - Utilities	14	1,299,000	1,022,000	277,000	27.1%	27.1%	-
3 - Supportive Housing	-	-	-	-	-	-	-
5 - Light Industry	21	12,517,000	7,953,000	4,564,000	57.4%	19.2%	38.2%
6 - Business & Other	816	480,668,000	409,869,000	70,799,000	17.3%	16.3%	1.0%
7 - Managed Forest Land	-	-	-	-	-	-	-
8 - Rec/Non-Profit	59	16,056,000	15,089,000	967,000	6.4%	17.0%	(10.6%)
9 - Farm	2	87,000	87,000	-	-	-	-
S. 644LGA/398VC	5	10,721,000	10,815,000	(94,000)	(0.9%)	0.6%	(1.5%)
Total		\$5,063,670,000	\$3,797,611,000	\$1,266,059,000	33.3%	31.1%	2.2%

POPULATION

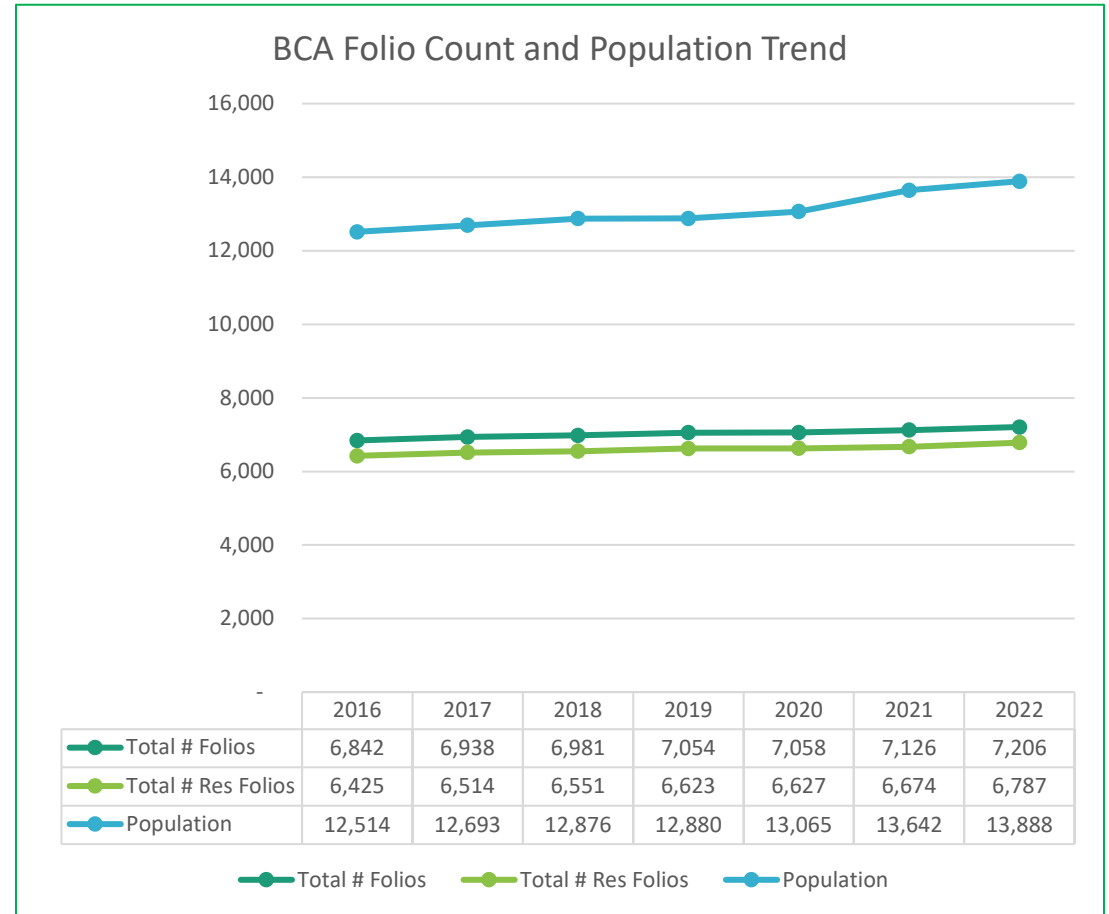
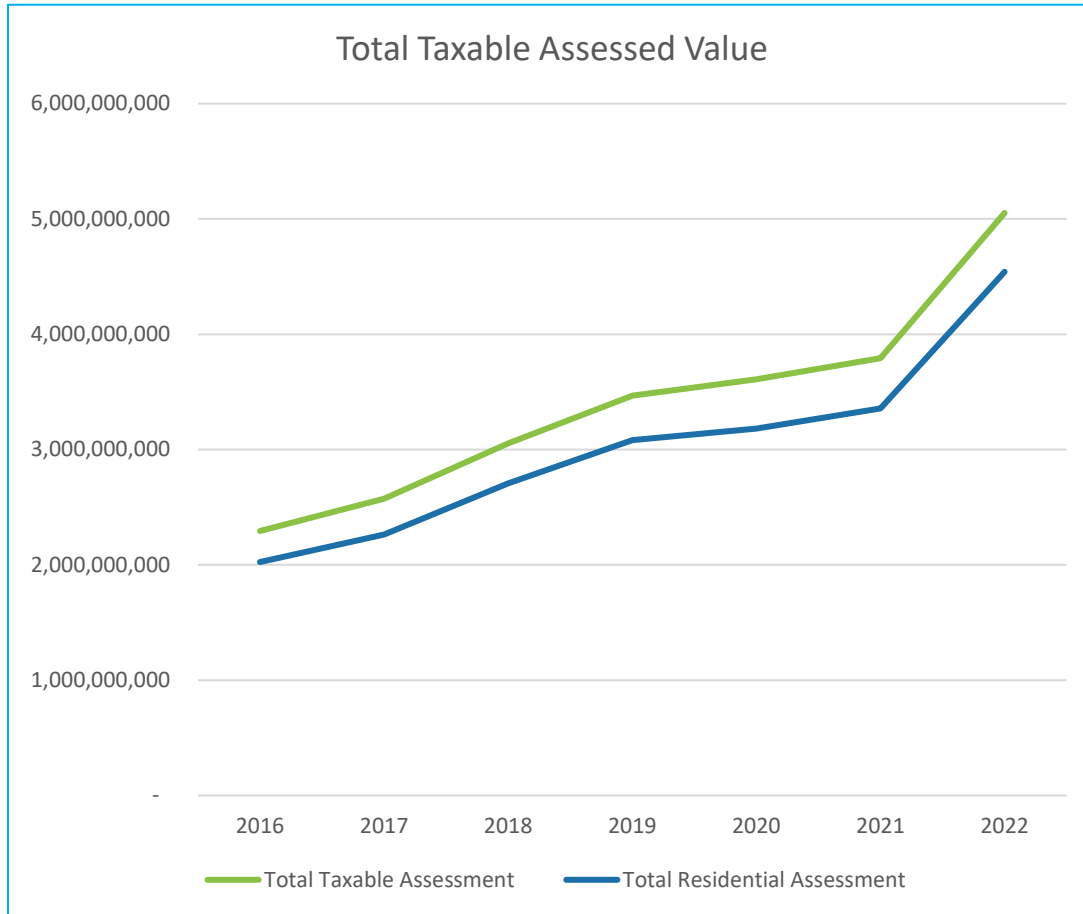
2016 Census	12,514
2021 Census	13,642
Increase	1,128
	9% ~ 1.8%/year

~275 new residential folios

Impacts in Financial Plan:

- ✓ Planning/building inspection
- ✓ Operations
- ✓ Infrastructure
- ✓ RCMP threshold

ASSESSMENT AND POPULATION TRENDS



EMPLOYEES

2021 City staff: 90 FTE's

- 22 exempt
- 2 x 3 yr term special project managers
- 68 CUPE

2022 new (approved in Dec 2021):

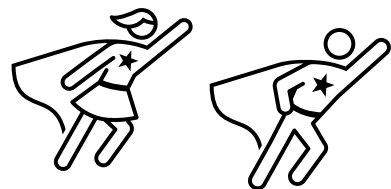
- 1x 2 yr term Capital Asset position
- 2 custodians (permanent)
- 1 bylaw officer (permanent)
- 1 labourer (permanent)
- Co-op students

- CUPE Collective Agreement expires Dec 31/22

- 2022 CA increase = 2.25%
- Inflationary pressures?
- TQB&RDN: 2% per yr for 4 years

- Recruiting/ retention challenges

- Competitive wages
- Cost of housing
- Jobs for spouses
- Entertainment/ recreation



INFRASTRUCTURE/ CAPITAL ASSETS

2021-2025 Amended Financial Plan:

Two-year term staff position to coordinate Asset Management project and Asset Retirement Obligation accounting standard implementation

Asset Management program

Railway wells groundwater study

Sewer/drainage video inspections

2022-2026 Financial Plan

Asset valuation/ condition assessments spending package re: capital plans, insurance, AM plans, ARO, and operations

Deferral of most 2022 capital infrastructure projects by one year

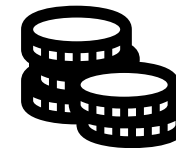
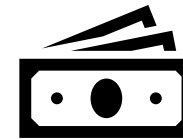
Master plans
(Water, Sewer, Community Park user consultation)

Service level definitions

FUNDING SOURCES

- Operating revenues
 - E.g. property taxes, utility fees
 - Investment income
 - Fees for service / agreements
- Grants
- Reserves
 - E.g. Statutory Land Sale Reserve
 - Non-statutory reserves for future expenditures

- Gas tax
- Development cost charges
- Donations / bequeaths
- Other



GAS TAX FUNDING

- Agreement ends 2024
 - Last payment in 2023
- **UBCM encouraging spending to support renewal of similar funding**
- Current Financial Plan amounts:
 - Revenue:
 - 2022: \$608,600
 - 2023: \$635,200
 - Expenditures: roads, pedestrian upgrades, LED lighting in Comm Park, LED streetlights

Balance at 12/31/2020	\$4,419,000
Payments received in 2021	1,190,800
Allocations in 2021:	
Oceanside Track	(250,000)
Memorial Ave project	(515,000)
Hirst Ave project	(250,000)
Interest earned - estimate	100,000
Estimated Balance at 12/31/2021	\$4,694,800
Allocations in 2022-26 FP (per 2021-25 Amended FP)	(3,595,000)
Estimated unallocated balance	~\$1,100,000

GAS TAX – ELIGIBLE PARKSVILLE PROJECTS



Trails – Wetlands,
Maple Glen, Rathrevor



Fire Hall



Infrastructure plans – Storm,
Water, Sewer, Community Park



Disaster mitigation – storm
water management



Asset management plans and
condition assessments



Community Park – user
analysis, master plan



Sports courts – Community
Park / Springwood Park



Water conservation/
demand management plan

2022 SPENDING PACKAGES / SIGNIFICANT PROJECTS

Spending packages reviewed by senior staff for criticality re: health and safety and risk factors.



- Community Development
- Finance
- IT/Engineering
- Operations
- Fire Department

SUMMARY OF SPENDING PACKAGES

	Description	2022	POTENTIAL FUNDING SOURCE					
		Estimated Cost	General Fund Operating	Gas Tax	DCCs	Land Sale Reserve	Water Fund Operating	Sewer Fund Operating
CD 2022-01	Prospero Mobile Building Inspection	\$ 18,000	\$ 18,000					
FIN 2022-01	Folder/stuffer machine	15,000	15,000					
FIN 2022-02	Asset Valuation	150,000		150,000				
IT 2022-02	Cyber Security Audit	55,000	55,000					
IT 2022-04	Implementation of Microsoft SCCM Data Centre software	15,000	15,000					
IT 2022-05	Engineering Plotter / Scanner replacement	25,000	25,000					
PARKS 2022-03	Maple Glen Trail Resurfacing	20,000	20,000					
PARKS 2022-04	Parksville Community Park User Analysis	50,000		50,000				
PARKS 2022-05	Parksville Wetlands - Coldwater Completion	60,000			60,000			
ROADS 2022-01	Thermoplastic Road Marking	50,000	50,000					
WATER 2022-01	Utility/Roads Mower	40,000	10,000				15,000	15,000
WATER/SEWER 2022-02	Utilities, Water Distribution & Sewer SCADA Hardware Upgrade	50,000					37,000	13,000
FD 2022-02	Reporting Dashboard 2023: \$12,000	-						
FD 2022-03	Mobile Data Terminals for Computer Aided Dispatch 2023: \$70,000	-						
FD 2022-11	Fire Hall 1 - Addition/Renovation Design and Order of Magnitude 2024: \$200,000 / 2025: \$3,600,000	700,000				700,000		
FD 2022-12	Operational Guideline Review, Update and Renewal Project 2023: \$50,000	-						
FD 2022-13	SCBA Units	42,500	42,500					
	Total	\$ 1,290,500	\$ 250,500	\$ 200,000	\$ 60,000	\$ 700,000	\$ 52,000	\$ 28,000

SP: CD 2022-01

PROSPERO MOBILE BUILDING INSPECTION SOFTWARE

- Tempest-Prospero add-on module for mobile inspections
- Eliminates the need to transcribe inspection notes from the field
- Improves accuracy of inspection notes
- Improves efficiency of City's inspection service by reducing staff time

2022 Cost \$18,000 capital
2023+ Cost \$1,600 annual operating
Funding: Operating funds



**Not actual product screen image*

SP: FIN 2022-01

FOLDER / STUFFER MACHINE REPLACEMENT

- Early replacement of current machine purchased in 2015
- In 2025 Capital Plan
- Minimize extra costs incurred for special printing, service calls, and staff time when machine not working

2022 Capital cost: \$14,000

2023+ Operating cost: \$1,500

Funding: Operating funds



SP: FIN 2022-02

ASSET VALUATION

Asset valuation / replacement cost required for the following:

- Asset Management
- Asset Retirement Obligation standard
- Insurance values / pricing
- Long-range capital planning

2022 Cost: \$150,000

Funding: Operating funds / Gas tax



SP: IT 2022-02

CYBER SECURITY AUDIT



- City network services audited to determine vulnerabilities for remediating any threats.
- Do not have dedicated specialized cyber security staff and not large enough to warrant one.

2022 Cost \$55,000

2023+ annual cost: \$5,000

Funding: Operating funds

SP: IT 2022-04

MICROSOFT SCCM DATA CENTRE SOFTWARE



2022 Cost: \$15,000

2023+ annual cost: \$3,200

Funding: Operating funds

- Efficient updating process for workstations and our virtual server environment
- Rapid deployment of new virtual servers and workstations to minimize setup time
- Elimination of almost 1,200 updates through the development of automatic deployment rules
- Concise update reporting for workstations and servers
- Efficient standardized software deployments resulting in a positive impact on IT staff support services

SP: IT 2022-05

PLOTTER/SCANNER UNIT REPLACEMENT



- Current unit is 20 years old and beyond its useful life
- Parts unavailable

2022 Cost: \$25,000

Funding: Operating funds

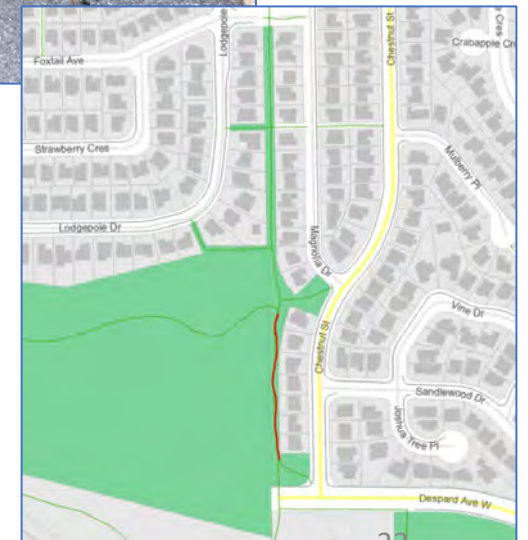
SP: Parks 2022-03

MAPLE GLEN TRAIL RESURFACING

- Maple Glen walkway running from Despard Avenue to Hirst Avenue in place for over 20 years.
- First 160 metres of the walkway from the Despard end have been impacted by tree roots which has caused surface to become uneven.
- Resurfacing proposal will provide safe access and even footing which makes parks accessible for everyone and reduces City risk.

2022 Cost: \$20,000

Funding: Operating funds



SP: Parks 2022-04

PARKSVILLE COMMUNITY PARK USER ANALYSIS



- Commission research project to analyze quantitative and qualitative data regarding park usage and needs.
- Analysis to current asset assessment and future needs.
- Review capacity and infrastructure requirements.
- Data will help support multiple upcoming strategic plan developments within Community Park, as well as the overall park master plan (2023).

2022 Cost: \$50,000

Funding: Operating funds / Gas Tax

SP: Parks 2022-05

PARKSVILLE WETLANDS – COLDWATER COMPLETION

- Parks team completed emergency access to Parksville Wetlands on the southwest side of the Parksville Wetlands adjacent to Coldwater Road in 2021.
- Complete final 1100 metres to improve access, security and safety:
 - Support emergency services safety
 - Increased level of accessibility so those with mobility/vision issues Increased use and therefore naturally decreases opportunities for vandalism
 - Restore the natural hydrological connectivity/root protection
 - More controlled human impacts

2022 Cost: \$60,000

Funding: DCC's



SP: Roads 2022-01

THERMOPLASTIC ROAD MARKING

- Thermoplastic road marking paint is mainly used for pedestrian crossings and stop bars. These are very important safety markings that require retracing on a specified schedule.



- To complete concentrated areas every four years as it is more cost effective and efficient than increasing the budget by a smaller amount each year.

Cost \$50,000 per year: 2022, 2026, & every 4 years thereafter

(In addition to our regular road marking budget)

Funding: Operating funds

SP: Water 2022-01

UTILITIES / ROADS MOWER

- Utilities department mows the acreage at Springwood water complex, roads to the groundwater wells, Top Bridge reservoir site, and several sewer easements.
- Current mower has reached end of useful life and replacement outweighs continuing maintenance costs and downtime due to breakdowns.
- Roads and drainage needs a mower for their many stormwater easements and to increase efficiencies from hand mowing.
- Mechanical methodologies reduce the potential for musculoskeletal injuries.

2022 Cost: \$40,000

(shared cost between water (37.5%), sewer (37.5%) and road and drainage (25%) budgets)

Funding: Operating funds transfer to Equipment Replacement Reserve

SP: Water Sewer 2022-02

WATER DISTRIBUTION AND SEWER SCADA HARDWARE

- **Most critical replacement for 2022**
- SCADA system for water distribution and sewer lift stations is at end of its useful life. Service disruptions were experienced, and manual monitoring was conducted.
- Software and programming upgrade must be completed this year.
- Hardware (servers) also needs to be upgraded to allow for new software package.

2022 Cost: \$50,000 (split 25% sewer and 75% water)

Funding: Operating funds



SP: FD 2022-02

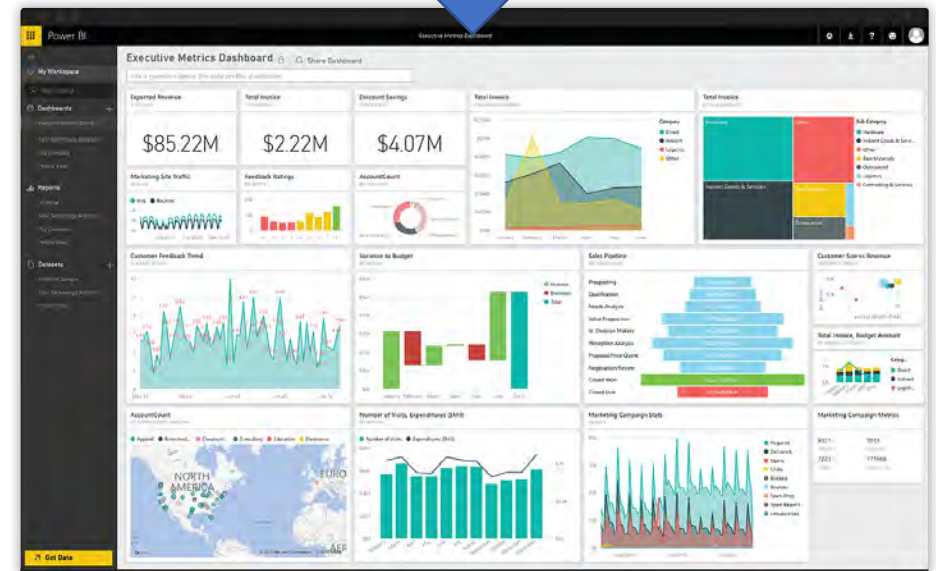
REPORTING DASHBOARD

- Recommendation from Fire Service Review – Behr Report.
- Improve ability to report from the FD Records Management System (RMS).
- Improve display of FD statistics
- Reduce staff time required to reconcile statistics.
- Opportunity to share cost with Town of Qualicum Beach

2023 Cost: \$12,000

Funding: Operating funds

Administration



SP: FD 2022-03

Equipment / Apparatus

MOBILE DATA TERMINALS FOR CMPTR AIDED DISPATCH

- Currently in each apparatus (8)
- Establish replacement budget
- Realtime information:
 - CAD interface with fire dispatch
 - Mapping
 - I Am Responding / Hazmat information
 - Internet access / communications
- Recording incident information

2023 Cost: \$70,000

(\$50k replacement every 5 years)

Funding: Operating funds/
RDN Service fee



SP: FD 2022-11 FIRE HALL 1 - ADDITION/RENOVATION

- Current hall exceeding capacity.
- Facilities challenges identified in Fire Service Review – Behr Report:
 - Gear space and decontamination
 - Occupational health and safety
 - Apparatus space
 - Administrative and storage space
 - Overnight dorm space
 - Fitness space



2022 Cost re: land acquisition: \$700,000+
(\$450k in prior year financial plan)

- Cost re: construction (estimated):
- 2024: \$200,000 for order of magnitude and design
 - 2025: \$3.6M (\$1.2M in prior financial plan)

Funding: Land Sale Reserve, Gas Tax, RDN service fee, Operating funds



SP: FD 2022-11

Administration

OPERATIONAL GUIDELINE REVIEW, UPDATE AND RENEWAL

- Identified in the Fire Service Review – Behr Report.
- Main guidance documents for FD operation.
- Many have been in place since 1999. Long out-of-date.
- Opportunity for cost sharing with TQB. Promotes operational consistency.

2023 Cost: \$50,000

Funding: Operating funds

PARKSVILLE VOLUNTEER FIRE DEPARTMENT	
OPERATIONAL GUIDELINE #0.01	OPERATIONAL GUIDELINE POLICY
PURPOSE:	To provide for the safe and efficient operation of the Parksville Volunteer Fire Department, in conformance with all Federal, Provincial and Municipal, Acts, Regulations and Bylaws, and to require fire fighters to follow safe work practices for all designated job duties.
SCOPE:	All fire department personnel.
POLICY:	In accordance with the authority provided by the City of Parksville Bylaw No. 1078 - A Bylaw to provide for the Establishment and Operation of a Volunteer Fire Department, made pursuant to Section 699 of the B.C. Municipal Act, all current Operational Guidelines that have been established, ratified by Council, and signed by the Fire Chief, shall be adhered to by all fire department personnel identified within the scope each guideline.
PROCEDURE:	All elements of the Parksville Volunteer Fire Department Operational Guidelines, as adopted by the Fire Chief, including all forms and documents either referenced or encompassed within, become part of the Parksville Volunteer Fire Department Operational Guidelines.
REFERENCE:	Parksville Volunteer Fire Department Operational Guidelines. City of Parksville Bylaw No. 1078 Section 699, B.C. Municipal Act.
Occupational Safety and Health Regulations, Workers Compensation Board of British Columbia.	
Also see O.G.#	
Signature of Fire Chief	This O.G. Replaces:
Date of Issue: June 21, 1999	Issued on:



SP: FD 2022-11

Equipment / Apparatus

SELF CONTAINED BREATHING APPARATUS (SCBA) (FOR RESERVE ENGINE)

- Require 5 SCBA units to current NFPA Standard.
- Critical equipment / occupational health and safety

2022 Cost: \$42,500

Funding: Operating funds



OTHER SIGNIFICANT PROJECTS

ALREADY IN FINANCIAL PLAN

- Pool / multiplex
 - \$100k carry forward; \$150k additional
- Master Plans (Engineering Dept):
 - In Capital Plans \$50k; incr to \$150k each
 - Water
 - Storm drainage
 - Sewer
- Carry forward projects from 2021
 - \$ TBD; yearend analysis in progress
- Industrial Park brownfield restoration assessment
 - \$100,000
 - Council resolution for Phase 1 & 2

NOT IN FINANCIAL PLAN

- Pool / multiplex
 - Future Capital cost; Operating costs
- Climate change resiliency
 - Disaster mitigation
- Downtown revitalization
- Recommendations from:
 - Asset management program
 - Valuations/ condition assessments
 - Operations yard environmental assessment





QUESTIONS