

November 12, 2004

**MEMO TO: F. C. MANSON, C.G.A., CHIEF ADMINISTRATIVE OFFICER**

**FROM: J. R. PEARSON, A. Sc.T. BYLAW COMPLIANCE OFFICER**

**SUBJECT: BYLAW ACTIVITY OCTOBER 2004**

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**Issue:**

Information Report regarding Bylaw Compliance Activity

**Background:**

This report is intended to update Council regarding bylaw enforcement complaint activity for the month of October 2004.

**Bylaw Activity**

181 telephone enquiries were received in October. By type, they are as follows:

26	-	Business Licence enquiries
87	-	Building inspection enquiries
5	-	Redirected calls
9	-	Signs
13	-	Traffic
11	-	Zoning
10	-	Trees
1	-	Noise
3	-	Unsightly
10	-	General Bylaw enquiries
* 6	-	Animal

Additionally, there were 35 counter enquiries.

**MTI Tickets Issued**

9 MTI Tickets\* were issued in October. By type, they were issued as follows:

2	-	Park where prohibited
4	-	Park in excess of Posted Limit
1	-	Park on wrong site of road

.../2

Warnings issued as follows:

1	-	Park where prohibited
1	-	Disobey traffic device

\*MTI Tickets are issued by the City, RCMP and SPCA for infractions of City Bylaws.

Commissionaire

A Commissionaire was on duty for three days in the month of October.

SPCA

9 complaints in October.

4	-	Barking dog
2	-	Dog at large
1	-	Cruelty to animals
2	-	Neglect of animals

Business Licences

There were 11 business licences issued in the month of October.

Analysis:

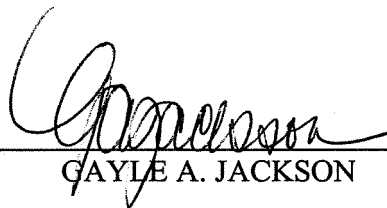
October appears to be normal seasonal bylaw activity.

Recommendation:

For Council's information.



J. R. PEARSON



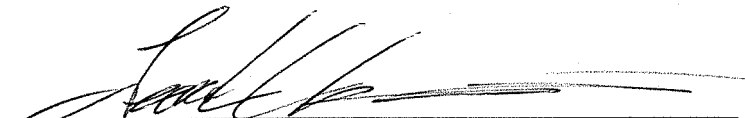
GAYLE A. JACKSON

RP/sh

Attachments

GJ/4000/4000-01/Agenda/October-04.

**CHIEF ADMINISTRATIVE OFFICER COMMENTS:**



F. MANSON, C.G.A.

November 22, 2004

TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER  
FROM: DOUG BANKS, FIRE CHIEF  
SUBJECT: AMENDMENT TO FIRE SAFETY INSPECTIONS POLICY NO. 9.9

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ISSUE:

To amend the current policy on the frequency of inspections.

BACKGROUND:

Fire Safety Inspections are mandated under Section 26 of the *Fire Services Act* which states:  
"26 (1) A municipal council must provide for a regular system of inspection of hotels and public building in the municipality.

(2) A municipal council may authorize persons, in addition to the local assistant, to exercise within the municipality some or all of the powers under sections 21 to 23."

During the recent Strategic Plan Update, the issue of the frequency of inspections was addressed and the following recommendation was brought forward.

"That the current policy on frequency of inspections be reviewed and recommendations brought forward that will allow the Fire Department to meet the mandated policy on inspections as required by the BC Fire Service Act."

Staff have reviewed the current fire safety inspection frequency policy. At the present time, staff are not able to meet the policy criteria due to a number of conditions. These include but are not limited to:

- Number of total inspections
- Follow-up inspections
- Data entry
- Increasing emergency calls
- Training requirements

With the expected continued growth, the number of inspectable occupancies will only increase. This will mean that with current resources, the department will only fall further behind in required inspections.

Currently, the department is responsible for 613 inspectable occupancies. At the present frequency, this represents a total number of required inspections of 748. In 2003, the department was able to complete 184 inspections. A portion of the inspections were to be "Company Inspections" and be completed by fire suppression crews. With the constant turnover in the volunteer ranks of the department and the need to get newer members trained, these inspections were not able to be completed.

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Since the department took over the inspection program from the contract with the IAO, much of the time has been taken up with initial training for the Deputy Chief and follow-up on many of the items identified by the IAO. It is safe to say, that the follow-up on some of the inspection items is more time consuming than the actual inspection.

The data entry for the inspections completed is also an added drain on resources. Presently, the Inspector has to conduct the inspection in the field and then return to the office to input the information into the fire department database and then have the form sent out to the owner/occupier of the property. Having additional trained clerical staff to conduct this function would help to increase the amount of time available for conducting inspections.

It should also be noted that the Office of the Fire Commissioner has in place a recommended frequency of inspections. If the City were to follow this frequency, the total number of inspections would be considerably higher.

#### OPTIONS:

1. Amend the current City of Parksville policy on frequency of inspections.
2. Leave the current City of Parksville policy on frequency of inspections as is.

#### ANALYSIS:

##### **1. Amend the current Fire Safety Inspections policy on frequency of inspections.**

Amending the current frequency of inspections as set out in Policy # 9.9 will allow this department to closer meet the required number of inspections. The proposed frequency of inspections would mean an average of 485 required inspections annually over a three year period. It is anticipated that the Fire Inspector will be able to complete approximately 200+ inspections in 2004. The number of inspectable occupancies does not take into consideration any vacant premises at the time of inspection. Normally, any vacant occupancies are noted at the time of inspection and an actual inspection is not completed on that particular property.

Additional resources as identified in the 2004 Strategic Plan update will also be required for the department to fully meet the obligations for required fire safety inspections.

##### **2. Leave the current policy on frequency of inspections as is.**

Leaving the current frequency of inspections in place will not allow the Fire Department to meet its mandated inspections without additional resources. Not meeting the inspection frequency puts the municipality in a vulnerable situation as far a liability is concerned. In order to meet the current requirements, at least one additional inspector would be required to effectively meet the frequency.

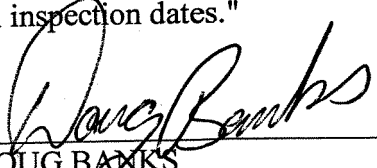
Having a higher frequency of inspections does have the benefit of potentially being able to further reduce any fire safety related conditions and thereby reducing the risk of a fire.

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**RECOMMENDATION:**

That Fire Safety Inspections Policy No. 9.9 be amended in Section 1 to read "Buildings or premises as noted below should be inspected on an 18 month rotating schedule, except items c) to i), which should be inspected annually";

And That Section 2 be amended to read "The Deputy Chief/Fire Prevention Officer shall coordinate all inspection dates."



DOUG BANKS  
Fire Chief



FRED C. MANSON  
Chief Administrative Officer

CITY OF PARKSVILLE

POLICY **AMENDED**

SUBJECT: <i>Fire Safety Inspections</i>	POLICY NO: 9.9
	RESO. NO: 92-539
	CROSS REF:
EFFECTIVE DATE: October 5, 1992	APPROVED BY: Council
REVISION DATE:	RESO. NO:
	CROSS REF:
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PURPOSE

To establish frequency levels of fire safety inspections for the municipality in order to meet the requirements of the *Fire Services Act*.

POLICY

1. Buildings or premises as noted below should be inspected on an eighteen [18] month rotating schedule except items c) to i) which should be inspected annually:
  - a) Commercial
  - b) Mercantile
  - c) Industrial
  - d) Schools
  - e) Public assembly (arenas, halls, theaters, etc.)
  - f) Churches/shopping centres
  - g) Apartments and motels/hotels
  - h) Restaurants
  - i) Health care facilities
  
2. The Deputy Chief/Fire Prevention Officer shall coordinate all inspection dates.

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December 1, 2004



**TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**  
**FROM: DOUG BANKS, FIRE CHIEF**  
**SUBJECT: ALCOHOL CONSUMPTION POLICY AT THE FIRE HALL**

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**ISSUE:**

To adopt a policy for alcohol consumption in the fire hall for members.

**BACKGROUND:**

The City of Parksville currently does not have a written policy in place to cover this issue. Having a written policy in place will provide the municipality liability exposure protection in the event there is any abuse of the privilege.

**OPTIONS:**

1. Adopt the draft City of Parksville policy on alcohol consumption at the fire hall.
2. Ban alcohol from all social activities at the fire hall.

**ANALYSIS:**

**1. Adopt the draft policy attached.**

Adopting the proposed policy does provide the municipality with liability exposure protection if required. With the fire department being "volunteer", the social aspect of the department is an important part of building a cohesive organization. It is during these times that members may indulge in a "social" drink. The proposed policy places the responsibility on the individual for his/her consumption of alcohol.

The department does have guidelines in place to ensure that there is a crew available to respond at all time during social activities. As well, the department has a guideline to cover members that may have consumed alcohol off site when an emergency call comes in.

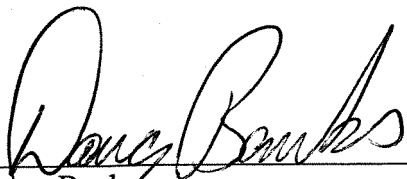
**2. Banning alcohol from all social activities at the fire hall**

The outright ban on alcohol from all social activities at the fire hall will not have any effect on the operational effectiveness of the fire department. It would simply mean that the members may choose to have their social activities outside the hall. This would reduce any liability to the municipality. It could also reduce the morale of the department

somewhat if the privilege of having alcohol at social functions is removed while using the recreation room facilities of the hall.

**RECOMMENDATION:**

That the draft Alcohol Consumption policy to establish a protocol for the responsible consumption of alcohol for social purposes in the recreation room at the Fire Hall be approved.



Doug Banks  
Fire Chief

**CHIEF ADMINISTRATIVE OFFICER COMMENTS**



Fred Manson, Chief Administrative Officer

CITY OF PARKSVILLE

**DRAFT**

POLICY

SUBJECT: <i>Alcohol Consumption at the Fire Hall</i>	POLICY NO:
	RESO. NO:
	CROSS REF:
EFFECTIVE DATE:	APPROVED BY: Council
REVISION DATE:	RESO. NO:
	CROSS REF:
	PAGE 1 OF

PURPOSE

To provide volunteer firefighters at the Fire Hall location with the ability to promote social activity and camaraderie as a part of their membership.

POLICY

The objective of the policy is to establish a protocol for the responsible consumption of alcohol for social purposes in the recreation room at the Fire Hall as the Parksville Volunteer Fire Department opposes the operation of a vehicle, or engaging in other inherently dangerous activities, while impaired.

Conditions of Attendance

Volunteer firefighters [and other guests] may attend for social purposes in the recreation room at the Fire Hall on the condition of their acceptance that they must:

- ✦ accept responsibility for their own alcohol consumption;
- ✦ moderate their intake of alcohol; and
- ✦ co-operate with the efforts of the Ranking Officer of the Department to ensure their safety.

The Fire Department reserves the right to ban from future attendance of any member or guest who ignores, or fails to comply with, these conditions of attendance. Disciplinary or dismissal from service as a member of the Department may occur.

Social Event Management

When alcohol is served in the recreation room, the Department will make reasonable efforts to:

1. Remind the attendees of this policy and of their obligations as members and guests of the Fire Department.
2. Provide a selection of non-alcoholic beverages as alternatives to alcoholic beverages.
3. Prevent an attendee who shows outward signs of impairment from continuing to consume alcohol.
4. Appoint a designated driver or provide alternate means of transportation to attendees who show outward signs of impairment. If necessary, the Department will reimburse the volunteer firefighter or guest for taxi expenses.
5. Prevent an attendee who shows outward signs of impairment from leaving the building unaccompanied.
6. Document, immediately following the event, any actions which a member of the Fire Department takes in response to dealing with an impaired attendee.

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November 19, 2004

**MEMO TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL**

**FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**

**SUBJECT: 2004 - 2008 REVISED FINANCIAL PLAN**

**Issue**

2004 – 2008 Revised Financial Plan.

**General Revenue Fund**

**Background**

Schedule 1 – General Revenue Fund

Schedule 1 is a summary of proposed changes to go from the 2004 Final to 2004 Revised Budget.

These changes do not include any new or significant changes to existing, programs and in all cases were done to reflect, changes to economic conditions or Council resolutions since adoption of the 2004 Final Budget.

The main emphasis is each of the three funds which include the General Revenue Water and Sanitary Sewer Funds has been to deal with the large increase in capital constructions cost that have occurred since adoption of the 2004 Final Budget in April of 2004. Since that date capital construction costs have increased 10% - 25% depending upon the specific items.

**General Revenue Fund.**

The changes to Executive, Finance, Police, Fire, Community Development, Recreation and Engineering were relatively small and were mainly adjustments for changes in economic conditions and to reflect actual year to date amounts. The only exception to this is the increased Traffic Fine Revenue Unconditional Grant received from the Provincial Government. This grant increased \$52,000 to \$68,879.

A number of rather significant changes have been made to both operating and capital in Public Works. Without exception the changes have been made to accommodate the large increases in capital construction costs and include a number of projects that have been deferred to future years in order to provide adequate funding for the remaining projects.

Projects that have been deferred or significantly reduced include:

## Operating

- Pot Hole Patching – 200,000.

## Capital

- Stanford, Craig to Peacock – 150,000 to 2013
- McCarter, Stanford to PCTC Lands – 95,000 to 2013
- Hwy 19a, Craig Crossing to Greg – 251,550 – to 2005
- Jensen, Hwy 19a to Craig – 340,000 to 2005
- Jensen, Corfield to Bagshaw – 340,000 to 2012

Projects that have been added or significantly increased include:

- Albern Hwy, Jensen to Hwy 19a – 320,000
- Sanderson Road Upgrade – 245,000
- Bay, Temple East – 206,000
- Cameron Street – 66,000
- Resort Way Traffic Signals – 102,000
- Hwy 19a, Lombardy to McMillian Storm Sewer – 55,000
- Pym, Forsyth to Newcastle – 48,000
- Acacia, Morison to Forsyth – 77,500
- Forsyth, Acacia to Camerson – 53,625

The overall change has been a net increase in expenditures amounting to 187,000 which changes the 2004 Budget from a 160,500 surplus to a 26,500 deficit to be funded from Prior Years Surpluses.

## Water Utility Fund

### Schedule 2 - Water Utility Fund

With the exception Water User Fees, which has been adjusted to reflect actual year to date amounts, all changes have been made to accommodate the large increases in capital construction costs and include a number of projects that have been deferred to future years in order to provide adequate funding for the remaining projects or to insure that the Water Capital projects are synchronized with General Revenue and Sanitary Sewer Fund projects.

Projects that have been deferred or significantly reduced include:

## Operating

- Consulting – 33,000.

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## Capital

- Potlatch, Water Main Upgrade – 25,000.
- Sanderson – Water Main Extension – 14,000.
- Water Supply Security – 18,000.

Projects that have been added or significantly increased include:

- Pym, Forsyth to Newcastle – 57,000
- Bay, Temple East – 28,000
- Morison, Moilliet to Lombardy – 21,000
- Acacia, Morison to Forsyth – 26,675
- Forsyth, Acacia to Cameron – 19,125
- Blenkin, Cameron to RW – 11,537

The above changes, coupled with the 92,000 actual increase in Water User Fees, has resulted in a net increase in expenditures amounting to 4,984 which changes the 2004 Budget from a 186,450 deficit to a 191,434 deficit to be funded from Prior Years Surpluses.

## Sanitary Sewer Utility Fund

### Schedule 3 – Sanitary Sewer Fund

With the exception Sanitary Sewer User Fees, which has been adjusted to reflect actual year to date amounts, all changes have been made to accommodate the large increases in capital construction costs and include a number of projects that have been deferred to future years in order to provide adequate funding for the remaining projects or to insure that the Sanitary Sewer Capital projects are synchronized with General Revenue and Water Fund projects.

Projects that have been deferred or significantly reduced include:

## Operating

- Consulting – 7,900.

## Capital

- Albern Hwy, Hwy 19a to Jensen – 24,000
- Potlatch – Sanitary Sewer Main Upgrade – 20,000.
- Bay, Temple East – 50,000.
- Cameron, - Forsyth to Blenkin – 14,600.

Projects that have been added or significantly increased include:

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- Sanderson Sanitary Sewer Main Extension – 24,450.
- Pym, Forsyth to Newcastle – 47,200.
- Herring Gull Sanitary Sewer Main Upgrade – 14,000.

The above changes, coupled with a 42,000 actual increase in Sanitary Sewer User Fees, has resulted in a net increase in expenditures amounting to 54,500 which reduces the 2004 Budget surplus from 58,905 to 4,405.

### **Options**

1. Continue with the existing 2004 – 2008 Financial Plan as already adopted.
2. Adopt the 2004 – 2008 Revised Financial Plan as presented.
3. Make further revisions to the Revised Financial Plan and adopt the revised version.

### **Analysis**

#### Option 1

Continuing with the existing 2004 – 2008 Provisional Financial Plan would preclude some of Councils priorities and would not reflect current economic conditions or provide adequate funding for a number of capital projects.

#### Option 2

The 2004 – 2008 Revised Financial Plan is based on the most up to date estimates and economic forecasts as well as actual year to date 2004 revenue, expenditure and reserve fund balance information.

### **Recommendation:**

That Council directs staff to prepare for Council consideration, all relevant budget and other required bylaws for the 2004 – 2008 Revised Financial Plan.



Fred C. Manson, C.G.A.  
Chief Administrative Officer

General Revenue Fund	Description	2004 Final Budget	Proposed Change	2004 Revised Budget	General Revenue	Carry-Forward	LSR	Source of Funding			Contribution From Developers	Total Change
								Road DCC	Storm DCC	General Capital Reserve		
	Executive											
	Revenue											
	Legislative Administration	-7,500	0	-7,500	0							0
	Common Service Allocation	-133,900	0	-133,900	0							0
	Economic Development	-110,000	0	-110,000	0							0
	Capital	-5,000	0	-5,000	0							0
	Total Revenue	-256,400	0	-256,400	0							0
	Expenditures											
	Legislative - Final	189,241										0
	11211100 Council		-5,000		-5,000							-5,000
	11211512 Council Planning		-3,000		-3,000							-3,000
	Legislative - Revised			181,241								0
	Administration - Final	315,697										0
	11212100 Administration		-9,234		-9,234							-9,234
	Administration - Revised			306,463								0
	Economic Development	160,500	0	160,500								0
	Capital	5,000	0	5,000								0
	Total Expenditures	670,438	-17,234	653,204	-17,234	0	0	0	0	0	0	-17,234
	Total Executive	414,038	-17,234	396,804	-17,234	0	0	0	0	0	0	-17,234

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Description	2004 Final Budget	Proposed Change	2004 Revised Budget	General Revenue	Carry-Forward	Source of Funding			Contribution From Developers	Total Change
						Road DCC	Storm DCC	General Capital Reserve		
Finance										
Revenue										
Taxation										
Int. and Other Income	-8,722,459	0	-8,722,459							
Revenue Sharing Grants - Final	-245,400	0	-245,400							
11162210 Traffic Fines	-161,376									
Revenue Sharing Grants - Revised		-52,000		-52,000						-52,000
Administration										
PCTC - Final	-287,400	0	-287,400							
11212740 PCTC Tec Space	-186,492									
PCTC - Revised		-5,252		-5,252						-5,252
Transfer to/from own reserves										
Collections for Other Governments - Final	-92,235	0	-92,235							
11198105 Library	-5,084,225									
Collection for Other governments - Revised		-20,218		-20,218						-20,218
Capital Funding From Res										
	-5,000	0	-5,000							
Total Revenue	-14,784,586	-77,470	-14,862,056	-77,470	0	0	0	0	0	-77,470
Expenditures										
Administration										
PCTC - Final	868,683	0	868,683							
11212740 PCTC Tec Space	89,748									
PCTC - Revised		3,267		3,267						3,267
Debt		2,904		2,904						2,904
Transfer to/from own reserves	246,915	0	246,915							
Collections for Other Governments - Final	1,630,837	0	1,630,837							
11263000 Library	6,080,936									
Collection for Other governments - Revised		20,218		20,218						20,218
Capital										
	135,000	0	135,000							
Total Expenditures	9,052,119	26,389	9,078,508	26,389	0	0	0	0	0	26,389
Total Finance	-5,732,467	-51,081	-5,783,548	-51,081	0	0	0	0	0	-51,081

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General

Description	2004 Final Budget	Proposed Change	2004 Revised Budget	General Revenue	Carry-Forward	LSR	Source of Funding			Contribution From Developers	Total Change
							Road DCC	Storm DCC	General Capital Reserve		
Police											
Revenue											
General Capital Funding From Res	-3,000	0	-3,000								0
Total Revenue	-3,000	0	-3,000	0	0	0	0	0	0	0	0
Expenditures											
RCMP Contract Administration Capital Expenditures	1,062,226 186,808 0	0 0 0	1,062,226 186,808 0								0 0 0
Total Expenditures	1,249,034	0	1,249,034	0	0	0	0	0	0	0	0
Total Police	1,246,034	0	1,246,034	0	0	0	0	0	0	0	0
Fire											
Revenue											
Administration Capital Funding From Res	-201,400 -319,750	0 0	-201,400 -319,750								0 0
Total Revenue	-521,150	0	-521,150	0	0	0	0	0	0	0	0
Expenditures											
Administration Equipment Capital	431,090 54,950 319,750	0 0 0	431,090 54,950 319,750								0 0 0
Total Expenditures	805,790	0	805,790	0	0	0	0	0	0	0	0
Total Fire Department	284,640	0	284,640	0	0	0	0	0	0	0	0

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Description	2004 Final Budget	Proposed Change	2004 Revised Budget	General Revenue	Carry-Forward	LSR	Source of Funding			Contribution From Developers	Total Change
							Road DCC	Storm DCC	General Capital Reserve		
Community Development											
Revenue											
Planning - Final											
11151920 Development Permits	-100,075										
11151940 Zoning Applications		-10,000		-10,000							-10,000
11251500 Special Projects		-7,500		-7,500							-7,500
Planning - Revised		20,000			20,000						20,000
Building Inspection - Final			-87,575								
11151700 Building Permits	-160,000			-15,000							-15,000
Building Inspection - Revised			-175,000								
Business Licences - Final											
11151200 Business Licenses	-105,000			-4,000							-4,000
Business Licenses - Revised			-109,000								
Bylaw Enforcement - Final											
11151910 Dog Licenses	-11,450										
Bylaw Enforcement - Revised		3,200		3,200							3,200
Capital Funding From Res			-8,250								
Capital Funding From Res		0	0								
Total Revenue	-376,525	-13,300	-389,825	-33,300	20,000	0	0	0	0	0	-13,300
Expenditure											
Planning - Final											
11251500 Special Projects	370,645										
Planning - Revised		-20,000		-20,000							-20,000
Building Inspections			350,645								
Business Licences	100,102		100,102								
Bylaw Enforcement	70,381		70,381								
Capital	93,712		93,712								
Capital	5,000		5,000								
Total Expenditures	639,840	-20,000	619,840	-20,000	0	0	0	0	0	0	-20,000
Total Community Development	263,315	-33,300	230,015	-53,300	20,000	0	0	0	0	0	-33,300

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General

Description	2004 Final Budget	Proposed Change	2004 Revised Budget	General Revenue	Carry-Forward	Source of Funding			Contribution From Developers	Total Change
						General Capital Reserve	Storm DCC	Road DCC		
Recreation										
Revenue										
Dist 69 Sports Field Contribution - Final 11264000 District 69 Sport Field	-95,000									
Dist 69 Sports Field Contribution - Revised Capital Funding From Res	-515,000	-14,000	-109,000	-14,000						-14,000
Total Revenue	-610,000	-14,000	-624,000	-14,000	0	0	0	0	0	-14,000
Expenditures										
Rec Commission										
Administration	1,000	0	1,000							
Park Maintenance	120,593	0	120,593							
Horticulture	777,984	0	777,984							
Furniture	34,312	0	34,312							
General	33,697	0	33,697							
Capital	71,864	0	71,864							
Total Expenditures	841,000	0	841,000							
Total Recreation	1,880,450	0	1,880,450	0	0	0	0	0	0	0
Engineering										
Revenue										
Administration										
Total Revenue	-260,850	0	-260,850	-14,000	0	0	0	0	0	-14,000
Expenditures										
Engineering Capital										
Total Expenditures	473,715	0	473,715							
Total Engineering	473,715	0	473,715	0	0	0	0	0	0	0
Total	212,865	0	212,865	0	0	0	0	0	0	0

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Description	2004 Final Budget	Proposed Change	2004 Revised Budget	General Revenue	Carry-Forward	LSR	Source of Funding			Contribution From Developers	Total Change
							Road DCC	Storm DCC	General Capital Reserve		
<b>Public Works</b>											
Revenue											
Yards											
Building Rentals	-41,200	0	-41,200								
Road Maintenance - Final	-18,380	0	-18,380								
11233201 Patching	-120,000	120,000	0		120,000						120,000
Road Maintenance - Revised											
Sidewalk Maintenance	-9,400	0	-9,400								
Open Drainage - Final	-25,000	15,000	-10,000		15,000						15,000
Open Drainage - Revised											
Enclosed Drainage	-5,000	0	-5,000								
Capital Funding From Res - Final	-4,847,063										
12293028 Minor Road Reconstruction - 8,00	8,000				8,000						8,000
12293040 Sidewalk Upgrades - 20,000	20,000				20,000						20,000
12293053 Hwy 4 Jensen to Hwy 19a - (301,600	-301,600				-301,600						-301,600
12293057 Stanford, Moss to Craig - 25,000	25,000				25,000						25,000
12293061 Pym, Forsyth to Newcastle - 43,4	43,460				43,460						43,460
12293068 Stanford, Craig to Peacock	150,000				150,000						150,000
12293072 McCarter, Stanford to PCTC	95,000				95,000						95,000
12293081 Hwy 19a, Craig Crossing to Greg -	249,974				249,974						249,974
12293083 Jensen, Hwy 19a to Craig	336,890				336,890						336,890
12293084 Jensen, Corfield to Begshaw	269,190				269,190						269,190
12293085 Franklin's Gull Road - (228,000) L	-228,000				-228,000						-228,000
12294008 Hwy 19a, Lumbardy to McMillian	-14,160				-14,160						-14,160
12294010 Storm Sewer Study	30,300				30,300						30,300
12294011 Jensen; Bagshaw to Hwy 4a SS	29,700				29,700						29,700
12294012 Jensen; Hwy 19a to Craig SS	42,694				42,694						42,694
12295005 Hwy 19a Pedestrian Improvements -	50,000				50,000						50,000
12295007 Acacia; Morison to forsyth	-130,000				-130,000						-130,000
12295008 Forsyth; Acacia to Cameron	-135,000				-135,000						-135,000
12295009 Storm Drainage Study	-25,000				-25,000						-25,000
12295503 ICBC Sign Upgrade	-24,000				-24,000						-24,000
Capital Funding From Reserves - Revised			-4,354,615								-4,354,615
Total Revenue	-5,066,043	627,448	-4,438,595	0	-20,000	-228,000	737,054	72,394	90,000	-24,000	627,448
Expenditures											
Administration											
Yards	99,024	0	99,024								99,024
Building Maintenance - Final	57,682	0	57,682								57,682
11265015 PCTC - City Hall	343,865										343,865
Building Maintenance - Revised		-2,654									-2,654
			341,211								341,211

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Description	2004 Final Budget	Proposed Change	2004 Revised Budget	General Revenue	Carry-Forward	LSR	Source of Funding			General Capital Reserve	Contribution From Developers	Total Change
							Road DCC	Storm DCC				
Road Maintenance - Final	346,530	-200,000		-200,000								-200,000
1123201 Patching			146,530									0
Road Maintenance - Revised												0
Street Cleaning	83,684	0	83,684									0
Snow Removal	95,954	0	95,954									0
Sidewalk Maintenance	74,541	0	74,541									0
Signs	22,502	0	22,502									0
Painting	55,400	0	55,400									0
Street Light Maintenance	63,293	0	63,293									0
Open Drainage - Final	155,954	0	155,954									0
11234202 Ditch Enclosures	85,227	-15,000		-15,000								-15,000
Open Drainage - Revised			70,227									0
Enclose Drainage	61,807	0	61,807									0
Capital Expenditures - Final	5,436,195											0
12293011 Equipment (Goose Control)		-30,000		-30,000								-30,000
12293028 Minor Road Reconstruction		-41,000		-41,000								-41,000
12293040 Sidewalk Upgrades		-30,000		-30,000								-30,000
12293053 Hwy 4 Jensen to Hwy 19a		320,040		320,040								320,040
12293057 Stamford, Moss to Craig		-25,000		-25,000								-25,000
12293061 Pym; Forsyth to Newcastle		-43,460		-43,460								-43,460
12293068 Stamford; Craig to Peacock		-150,000		-150,000								-150,000
12293072 McCarter; Stamford to PCTC		-85,000		-85,000								-85,000
12293075 Sanderson Road Upgrade		140,000		140,000								140,000
12293077 Morison; Mailliet to Lumbardy		2,512		2,512								2,512
12293079 Bay Temple East		112,900		112,900								112,900
12293080 Cameron Street		31,000		31,000								31,000
12293081 Hwy 19a; Craig Crossing to Greg		-251,550		-251,550								-251,550
12293083 Jensen; Hwy 19a to Craig		-340,000		-340,000								-340,000
12293084 Jensen; Corfield to Bagshaw		-340,000		-340,000								-340,000
12293085 Franklin's Gull Road		228,000		228,000								228,000
12293087		102,000		102,000								102,000
12294001 Hwy 4a; Hirst to Hwy 19a Storm Sewer		11,800		11,800								11,800
12294009 Hwy 19a; Lombardy to McMillan Storm Sewer		55,360		55,360								55,360
12294010 Storm Sewer Study		-30,300		-30,300								-30,300
12294011 Jensen; Bagshaw to Hwy 4a SS		-30,000		-30,000								-30,000
12294012 Jensen; Hwy 19a to Craig SS		-43,125		-43,125								-43,125
12294013 Cameron; Forsyth to Blenkin Storm Sewer		35,580		35,580								35,580
12294014		105,000		105,000								105,000
12294015		93,000		93,000								93,000
12294016		48,000		48,000								48,000
12295005 Hwy 19a Pedestrial Improvements		-88,000		-88,000								-88,000
12295007 Acacia; Morison to forsyth		77,500		77,500								77,500
12295008 Forsyth; Acacia to Cameron		53,625		53,625								53,625
12295503 ICBC Sign Upgrade		24,000		24,000								24,000
Capital Expenditures - Revised			5,329,077									0
												0
Total Expenditures	6,981,658	-324,772	6,656,886	-324,772	0	0	0	0	0	0	0	-324,772
Total Public Works	1,915,615	302,676	2,218,291	-324,772	-20,000	-228,000	737,054	72,394	90,000	-24,000	90,000	302,676

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Description	2004 Final Budget	Proposed Change	2004 Revised Budget	General Revenue	Carry-Forward	Source of Funding			General Capital Reserve	Contribution From Developers	Total Change
						LSR	Road DCC	Storm DCC			
Refuse											
Revenue	-405,000		-405,000								0
Expenditures	370,000		370,000								0
Total Refuse	-35,000	0	-35,000	0	0	0	0	0	0	0	0
General Revenue Fund Surplus -Deficit	-160,510	187,061	26,551	-460,387	0	-228,000	737,054	72,394	90,000	-24,000	187,061
Total Revenue	-22,283,554	522,678	-21,760,876	-124,770	0	-228,000	737,054	72,394	90,000	-24,000	522,678
Total Expenditures	22,123,044	-335,617	21,787,427	-335,617	0	0	0	0	0	0	-335,617
(Surplus) Deficit	-160,510	187,061	26,551	-460,387	0	-228,000	737,054	72,394	90,000	-24,000	187,061

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Water

	2004 Final	2004 Final to 2004 Revised	2004 Revised	Water Revenue	Carry-Forward
<b>WATER UTILITY FUND</b>					
Revenue					
Sale of Services - Final					
21141100 Water User Billing	-1,462,400	-92,000	-1,554,400	-92,000	
Sale of Services - Revised					
Other Rev From Own Sources	-50,000	0	-50,000		
Grants	-135,528	0	-135,528		
Administration - Final	-33,000	33,000			33,000
21271006 Consulting					
Administration - Revised					
Transmission & Distribution	-42,462		-42,462		
Transfer from Own Reserves and Funds	-136,533		-136,533		
Capital Funding From Reserves - Final	-1,703,164				
21272015 Potlatch, Water Main Upgrade		25,000			25,000
21272016 Pym, Forsyth to Newcastle		-57,000			-57,000
21272017 Sanderson Watermain Extension		14,400			14,400
21272021 Water Supply Security		18,000			18,000
21272034 Morison, Moilliet to Lombardy		-21,000			-21,000
21272039 Acacia, Morison to forsyth		-12,400			-12,400
Capital Funding from Reserves - Revised			-1,736,164		
Total Revenue	-3,563,087	-92,000	-3,655,087	-92,000	0
Expenditures					
Administration - Final	391,863				
21271001 Administrative Common Services		27,050		27,050	
21271001 Eng & Pw Common Services		3,300		3,300	
21271005 PW Yards		100		100	
21271006 Consulting		-33,000		-33,000	
Administration - Revised	0				
Service of Supply	365,391				
Transmission & Distribution	144,076				
Billing & Collections	129,039				
Debt	529,206				
Capital	2,169,962				
21272014 Hwy 4a, Hwy 19a to Jensen		-4,741		-4,741	
21272015 Potlatch, Water Main Upgrade		-25,000		-25,000	
21272016 Pym, Forsyth to Newcastle		57,000		57,000	
21272017 Sanderson Watermain Extension		-14,400		-14,400	
21272021 Water Supply Security		-18,000		-18,000	
21272030 Bay, Temple East		28,188		28,188	
21272034 Morison, Moilliet to Lombardy		21,000		21,000	
21272039 Acacia, Morison to forsyth		26,675		26,675	
21272040 Forsyth, Acacia to Cameron		19,125		19,125	

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Water

		2004 Final	2004 Final to 2004 Revised	2004 Revised	Water Revenue	Carry- Forward
	21272041		-1,850		-1,850	
	21272042		11,537		11,537	
				2,289,496		
		3,749,537	96,984	3,846,521	96,984	0
	Total Expenditures	186,450	4,984	191,434	4,984	0
	(Surplus) Deficit					

Sewer Utility Fund	2004 Final	2004 Final to 2004 Revised	2004 Revised	Water Revenue	Carry-Forward
Revenue					
Sale of Services - Final					
31141100 Sewer User Billing	-693,000	-42,000		-42,000	
Sale of Services - Revised			-735,000		
Other Rev From Own Sources	-66,000	0	-66,000		
Administration - Final	-9,400	7,900			7,900
31281008 Consulting			-1,500		
Administration - Revised					
Transfer from Own Reserves and Funds	-1,569,304		-1,569,304		
Capital Funding From Reserves - Final	-557,371				
31284157 Hwy 4a, Hwy 19a to Jensen		24,021			24,021
31284159 Pottlatch, Water Main Upgrade		20,000			20,000
31284172 Bay, Temple East		50,000			50,000
Capital Funding from Reserves - Revised			-463,350		
Total Revenue	-2,895,075	59,921	-2,835,154	-42,000	101,921
Expenditures					
Administration - Final	345,375				
31281001 Administrative Common Services		27,050		27,050	
31281002 Eng & Pw Common Services		3,300		3,300	
31281006 PW Yards		100		100	
31281008 Consulting		-12,900		-12,900	
Administration - Revised			362,925		
Collection System	163,400		163,400		
Lift Stations	27,322		27,322		
Treatment & Disposal	1,538,602		1,538,602		
Billing & Collections	66,000		66,000		
Capital	695,471				
31282001 Service Connections		-3,000			
31284157 Hwy 4a, Hwy 19a to Jensen		-24,021		-24,021	
31284158 Sanderson Extension		24,450		24,450	
31284159 Pottlatch, Water Main Upgrade		-20,000		-20,000	
31284160 Pym, Forsyth to Newcastle		47,200		47,200	
31284162 PW Herring Gull Upgrade		14,000		14,000	
31284172 Bay, Temple East		-50,000		-50,000	
31284173 Cameron, Forsyth to Blenkin		-14,600		-14,600	
31284174 Morison, Moilliet to Lombardy		3,000		3,000	
Total Expenditures	2,836,170	-5,421	2,830,749	-2,421	0
(Surplus) Deficit	-58,905	54,500	-4,405	-44,421	101,921

November 19, 2004

**MEMO TO: HIS WORSHIP THE MAYOR AND MEMBERS OF COUNCIL**

**FROM: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**

**SUBJECT: 2005 - 2009 PROVISIONAL FINANCIAL PLAN**

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**Issue**

2005 – 2009 Provisional Financial Plan.

**General Revenue Fund**

**Background**

**Schedule 1 – General Revenue Fund**

The top of Schedule 1 is a Summary of Expenditures funded through taxation, other general revenues and Prior Years Surpluses for the years 2000 – 2010. 2000 - 2003 are actual amounts. 2004 and 2010 are budgeted amounts.

The bottom of Schedule 1 is an expansion of the Capital Expenditure column and shows the allocation of capital between departments and more specifically shows the allocation to Public Works capital infrastructure renewal.

The amounts shown only include expenditures funded through taxation, other general revenues, and Prior Years Surpluses. They do not include any expenditures from statutory or DCC reserve funds.

The individual columns on the Schedule are self explanatory; however there are a number of items to be explained.

1. Column 3, Carry-forward Reserve.

Carry-forward Reserves are funds set aside for capital and/or operating projects that were budgeted but were not completed during the year. The funds allocated for projects not completed are transferred into a Carry-forward Reserve to provide funding for the project when it is completed in a future year. The Carry-forward Reserve has been increasing from a December 31, 2000 balance of \$809,135 to a December 31, 2003 balance of \$2,375,850. With the exception of \$54,750 for fire equipment, it is assumed that all carry-forward items will be completed in 2004. The majority of funds included in the carry-forward Reserve were for capital projects, accordingly the large capital expenditure shown in 2004. Further to the above, when looking at the "Capital Expenditures by Departments" on the lower