

**MINUTES
SPECIAL MEETING OF COUNCIL
2019-2023 FIVE YEAR FINANCIAL PLAN
HELD MONDAY, JANUARY 21, 2019 AT 1:00 PM
IN THE CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Minions, Councillors Corbeil, Haggard, Paulson, Solda and Washington

REGRETS: Councillor Poon

A. APPROVAL OF AGENDA

It was moved and seconded:

That the agenda be approved as circulated.

CARRIED

B. 2019-2023 FIVE YEAR FINANCIAL PLAN

1. CAO - Five Year Financial Plan Presentation

Tim Pley, CAO, presented an overview of the draft 2019-2023 Five-Year Financial Plan. Information was provided regarding development of the previous year's plan which was focused on Council's vision of delivering high quality core services and programs; being fiscally responsible; supporting development; maintaining sustainable infrastructure; leading and partnering. The CAO also outlined the critical issues considered by Council – tax base and population; inadequate funding for infrastructure renewal and reliance on industrial tax base.

In regards to the Draft 2019-2023 Five Year Financial Plan, the CAO noted it is in three parts: Operating (day to day operations and expenditures); Capital (infrastructure) and Options List (unallocated budget funding).

The CAO noted that the current draft Plan contains a reduction of one RCMP officer and also that replacement of servers is not currently part of the ERRF program. The \$600,000 in unallocated funding would achieve a 3% tax increase.

Questions/Comments from Council:

How do we determine actual long-term capital needs?

The CAO noted the Director of Finance is currently developing an Asset Management Plan which will determine those needs and costs.

Line 14560 – Economic Development – increase in 2019?

The Director of Finance advised this is due to an operating grant received in 2019.

Line 15930 – Miscellaneous Revenue – increase?

The Director of Finance advised this was an agreement with the Port Authority regarding Clutesi Haven development that did not occur resulting in two accord payments being made simultaneously.

RCMP Inspector to provide information regarding RCMP members at upcoming meeting.

Comment regarding Harbour Quay leases which reflect a 1% increase in the Draft Plan – need to ensure they are bringing in fair market value.

Report to be provided this year regarding server replacement and recommendations (what other communities are doing; icloud use vs. server replacement).

Information to be provided regarding line 15190 – Vacant Building Registration Permit Fees.

Question regarding bylaw tickets – noting they are reflected in line 15210. It was also noted that the increase this year in Bylaw reflects that the Department was created last year with development of some structure (training needs, etc).

What is included in line 21259 – Other Common Services?

The Director of Finance advised this items such as telephone or other city wide expenses not allocated to a Department. Large increase includes Employer Health Tax implemented by the province (\$150,000 higher in 2019).

23160 – General Equipment Maintenance – why the reduction?

Reflects the same size fleet but less maintenance due to newer vehicles.

Review of Reserve Funds

The Director of Finance provided an overview of the Reserve Funds, how they were established (statutory/bylaw) and their use.

The Director of Finance responded to a question regarding the Equipment Replacement Reserve Fund (ERRF) noting that the fund is healthy and sustainable but that we need to maintain the course.

Capital Budget Review

The CAO reviewed the projects currently included in the Capital budget. The following questions will be addressed at an upcoming meeting:

Age of Fire Department equipment – radios, pagers
More detail regarding replacement of fire trucks (size?)
Include Econics Port Alberni Water Rate Review in upcoming agenda
Grandview Walkway – largest safety need?
Reviewing sidewalks and wheelchair accessibility?
Walk-in Cooler replacement – how old is it; why replacement required?
Canal Beach pier – any interest from service groups?

2. Project Options List

The CAO reviewed the Project Options List which will be considered in detail at the next meeting.

The following comments were provided along with requests for further information:

Are there grants available for projects?
LED lighting upgrades – what is the payback?

C. INPUT/QUESTIONS FROM THE PUBLIC

D. ADJOURNMENT

It was moved and seconded:

That the meeting adjourn at 2:40 p.m.

CARRIED

CERTIFIED CORRECT

Mayor

Clerk