

City of Kelowna

Regular Council Meeting

AGENDA



Monday, June 20, 2016

9:00 am

Knox Mountain Meeting Room (#4A)

City Hall, 1435 Water Street

Pages

1. Call to Order
2. Confirmation of Minutes 3 - 7
AM Meeting - June 13, 2016
3. Reports
 - 3.1 Lost Creek Neighbourhood Park Development 30 m 8 - 26
To develop an appropriate means to partner with the Neighbourhood group who wish to accelerate construction of this undeveloped park in their neighbourhood.
 - 3.2 Base Budget Workshop 60 m 27 - 52
To provide Council with an overview of the City's base budget process.
4. Resolution Closing the Meeting to the Public
THAT this meeting be closed to the public pursuant to Section 90(1) (e) of the *Community Charter* for Council to deal with matters relating to the following:
 - Acquisition, Disposition, or Expropriation, of Land or Improvements.
5. Adjourn to Closed Session
6. Reconvene to Open Session
7. Issues Arising from Correspondence & Community Concerns
 - 7.1 Councillor Gray, re: Okanagan Regional Library Renovations - Request to Present to Council 5 m
To provide Council with details regarding a request from the Okanagan Regional Library.

**7.2 Deputy City Clerk, re: Meeting with School District
No. 23 Board of Trustees - Proposed Agenda Items** 10 m

To obtain Agenda items for the upcoming Committee-of-the-Whole Meeting on June 28, 2016 with School District No. 23.

7.3 Mayor Basran, re: Issues Arising from Correspondence 30 m

8. Termination



City of Kelowna

Regular Council Meeting

Minutes

Date: Monday, June 13, 2016
 Location: Knox Mountain Meeting Room (#4A)
 City Hall, 1435 Water Street

Council Members Present: Mayor Colin Basran and Councillors Maxine DeHart, Ryan Donn, Gail Given, Tracy Gray, Charlie Hodge, Brad Sieben and Mohini Singh

Council Members Absent: Councillor Luke Stack

Staff Present: City Manager, Ron Mattiussi; City Clerk, Stephen Fleming; Divisional Director, Communications & Information Services, Carla Weaden*; Divisional Director, Active Living & Culture, Jim Gabriel*; Communications Supervisor, Jodie Foster*; and Legislative Systems Coordinator, Sandi Horning*

Guest: Partnership Group, Consultant, Brent Barootes*

(* denotes partial attendance)

1. Call to Order

Mayor Basran called the meeting to order at 9:04 a.m.

2. Confirmation of Minutes

Moved By Councillor Sieben/Seconded By Councillor Hodge

R473/16/06/13 THAT the Minutes of the AM Meeting of May 30, 2016 be confirmed as circulated.

Carried

3. Reports

3.1 City of Kelowna Sponsorship and Advertising Program and Policy Development

The Guest, Brent Barootes, Consultant, Partnership Group, joined the meeting at 9:05 a.m.

Staff:

- Introduced the item and provided some background information regarding the project to date.
- Provided an update on the recent workshop meeting with local non-profit groups who also take advantage of sponsorship partnerships.
- Responded to questions from Council.

Guest, Brent Barootes:

- Displayed a PowerPoint Presentation providing an overview for municipal sponsorship.
- Outlined the sales model to be used in the development of the Sponsorship and Advertising Policy and Program.
- Responded to questions from Council.

Moved By Councillor Gray/Seconded By Councillor DeHart

R474/16/06/13 THAT Council receives, for information, the Report from the Communications Supervisor dated June 1, 2016, with respect to the development of a City of Kelowna Sponsorship and Advertising policy and program.

Carried

The Guest, Brian Barootes, left the meeting at 10:33 a.m.

4. Resolution Closing the Meeting to the Public

Moved By Councillor Singh/Seconded By Councillor Hodge

R475/16/06/13 THAT this meeting be closed to the public pursuant to Section 90(1) (a) and (e) of the Community Charter for Council to deal with matters relating to the following:

- Position Appointment; and
- Acquisition, Disposition, or Expropriation, of Land or Improvements.

Carried

5. Adjourn to Closed Session

The meeting adjourned to a closed session at 10:33 a.m.

6. Reconvene to Open Session

The meeting reconvened to an open session at 12:35 p.m.

The meeting recessed at 12:35 p.m. and will reconvene following the PM Council Meeting this afternoon.

The meeting reconvened at 4:22 p.m.

7. Issues Arising from Correspondence & Community Concerns

7.1 Mayor Basran, re: UBCM

Mayor Basran:

- Requested that Council members advise him, over the next few weeks, of any meetings or issues to raise with Ministers at UBCM.

7.2 Mayor Basran, re: External Committees with Councillor Representation

Mayor Basran:

- Requested that Council members let their alternate know if they cannot make a Committee meeting.

7.3 Mayor Basran, re: Safety of Bus Drivers

Mayor Basran:

- Would like Council's support to write a letter to BC Transit regarding transit management and employees working together to make bus drivers safe.

Moved By Councillor Donn/Seconded By Councillor Gray

R476/16/06/13 THAT Council authorizes the Mayor, on behalf of Council, to write a letter to BC Transit to support transit management and employees working together to make bus drivers safe.

Carried

7.4 Mayor Basran, re: Letter from North Saanich

Mayor Basran:

- Made comment regarding a recent letter from North Saanich requesting contributions for their Court Action with NAV Canada.
- Inquired as to what the previous decision was, as this is the second letter that has been received from North Saanich.

City Manager:

- Will have the Airport Director provide a written update for circulation to Council

7.5 Councillor Sieben, re: Composting & Rats

Councillor Sieben:

- Noted that the City does not regulate residential composting and inquired if it was possible to regulate it.

City Clerk:

- It is possible to regulate residential composting.

City Manager:

- Staff can look into regulating residential composting under the City's proposed Good Neighbour Bylaw.

Moved By Councillor Sieben/Seconded By Councillor Donn

R477/16/06/13 THAT Council directs staff to investigate whether residential composting, which attracts rats, can be included as a nuisance in the City of Kelowna's Good Neighbour Bylaw.

Carried

7.6 City Clerk, re: Taxi Cabs

Moved By Councillor Hodge/Seconded By Councillor Sieben

R478/16/06/13 THAT Council delegates to the Mayor the authority to sign letters of support for any applications that place more taxi cabs on the roads within the City of Kelowna.

Carried

7.7 Councillor Gray, re: Mayor & Council Correspondence

Councillor Gray:

- Expressed a concern with emails regarding Monday Council Agenda items may be missed or not seen if they were sent in over the weekend.
- Inquired if there are technological ways to address the issue.

Council:

- Discussed whether all Council members should receive emails via the mayorandcouncil@kelowna.ca address as they come in.

Moved By Councillor Gray/Seconded By Councillor Donn

R479/16/06/13 THAT Council directs staff to investigate how Council may receive emails sent to mayorandcouncil@kelowna.ca in a more timely manner.

Carried

7.8 Councillor Hodge, re: RCMP Report to Council

Moved By Councillor Hodge/Seconded By Councillor Sieben

R480/16/06/13 THAT the RCMP be prepared to respond to general questions regarding the 'Red Zone' the next time the RCMP report to Council at a public meeting.

Carried

8. Termination

The meeting was declared terminated at 4:58 p.m.

Mayor

/slh

City Clerk

DRAFT

Report to Council



Date: 07/06/2016
File: 1840-10
To: City Manager
From: R. Parlane, Parks and Buildings Planning Manager, Infrastructure Planning
Subject: Lost Creek Neighbourhood Park Development

Recommendation:

THAT Council receives, for information, the report from the Parks and Buildings Planning Manager dated 7 June, 2016 with respect to Lost Creek Neighbourhood Park Development;

AND THAT Council directs staff to work with the Neighbourhood group and the Developer to define the details of the partnership and return to Council with the partnership details for Council's consideration.

Purpose:

To develop an appropriate means to partner with the Neighbourhood group who wish to accelerate construction of this undeveloped park in their neighbourhood.

Background:

The City of Kelowna has many undeveloped neighbourhood and community parks. These parks have been acquired through the Development Cost Charge (DCC) Parkland Acquisition program. The DCC Parkland Acquisition program is funded at 89% development and 11% taxation. There is no specific funding program for park development. Parkland development is not a requirement of subdivisions, therefore the current responsibility for funding falls to the City, and is dependent on capacity in the Annual Capital Plan.

Staff have been active in pursuing partnerships with the development community as new subdivisions come in stream, with the goal of the developer contributing a minimum of 50% of costs attributable to park development. However, these partnerships are voluntary on the developers' behalf: there is no policy mandating compulsory participation by the developer to help satisfy park demand created by their subdivision. As a result, some neighbourhood and community parks, especially those where developers choose not to partner, remain undeveloped for many years.

An example of this is Lost Creek Neighbourhood Park within the Wilden subdivision. Lost Creek Neighbourhood Park, is 0.21 ha in size and is located west of Upper Canyon Drive. It was purchased through the DCC program in 2010. Lost Creek Park is considered a lower priority for development given its limited service area and relatively remote location.

Eager to see the park developed, the residents have been proactive and have developed their own vision for the park, (refer to Attachment 1). The neighbourhood group requested an Owner-initiated Local Area Service (LAS) be established to cover the development costs of the Lost Creek Neighbourhood Park including: irrigation, site furniture, landscaping, play equipment and pedestrian circulation, (refer to Attachment 2). The total cost is estimated to be \$400,000. The resident group proposed 25% of development costs be paid by the property owners, 25% of the costs be paid by the Developer, and 50% of costs be paid by the City. The Developer has confirmed his willingness to participate in this partnership (refer to Attachment 3). While LAS's are used to fund large infrastructure projects, there is no precedent in Kelowna for their use to fund a small park development project.

The legislation does allow LAS to be used for park development, however it is an administratively cumbersome tool to raise a relatively small amount of funding. The primary challenge is the excessive administrative costs within Financial Services to establish the LAS and administer it for up to 20 years. These costs would need to be included in the value of the LAS, and would be disproportionate to the relatively small sum to be raised.

Staff met with the neighbourhood group and the Developer to discuss these concerns. An alternative partnership was proposed, that the neighbourhood group and developer be responsible for raising 50% of the costs, with the City providing the other 50%. This places responsibility for administration onto the neighbourhood group, as well as allowing them to pursue fundraising or grant options. Staff will work with the Neighbourhood group and the Developer to define the details of the partnership and return to Council for consideration.

Financial/Budgetary Considerations:

For the partnership to proceed, the City would have to budget \$200,000 for its' share of the project costs. These costs are not budgeted within the 2030 Infrastructure Plan. If an agreement is reached promptly, the proposal will be assessed, along with similar requests, for priority in the 2017 Capital budget. Other park works may be deferred as a result, and the impacts of this change would be reflected in the 10-Year Capital Plan that will be presented to Council during budget deliberations in December.

Internal Circulation:

Divisional Director, Infrastructure
City Clerk
Financial Projects Manager
Financial Services Director
Infrastructure Engineering Manager

Considerations not applicable to this report:

Legal/Statutory Authority:
Legal/Statutory Procedural Requirements:
Existing Policy:

Personnel Implications:

External Agency/Public Comments: Communications Comments:

Submitted by:

R. Parlane, Parks and Buildings Planning Manager

Approved for inclusion:



A. Newcombe, Divisional Director, Infrastructure

Attachment 1: Neighbourhood generated concept plan

Attachment 2: Letter from Neighbourhood group

Attachment 3: Letter from Developer, Blenk Development Corp

cc: Divisional Director, Infrastructure
City Clerk
Financial Projects Manager
Financial Services Director
Infrastructure Engineering Manager



photo by taceyphotography@gmail.com

Lost Creek Park Initiative

A group of Lost Creek residents is working to get the Lost Creek Park space moved to Priority One with the City of Kelowna, ensuring that it will get built in 2017. To do that we need to secure a portion of the funding for the park by early

The Lost Creek Park Committee are a group of Lost Creek Residents who are volunteering our time and efforts to get our local park built. If you have any questions or comments about the park and the process please contact the Lost Creek Park Committee.

Vision for the Park:

Our vision for Lost Creek Park is to service the diverse needs of the community. The park will offer an attractive feature to service families and foster community development. Some features we aim for:

- ~ a multi-demographic and accessible park that targets the use for small children, youth, active adults and seniors.
- ~ a dynamic play environment that includes a playground, sport field, natural play features and fitness equipment.
- ~ to utilize the natural topography and environment, native vegetation and earth elements already present, and to encourage Natural Play

Contact Information:

If you have any questions or comments about the park and the process please contact the Lost Creek Park Committee.

by email: c/o Marianne Evashuk at mevashuk@shaw.ca

On Facebook please join the Lost Creek Neighbours Group for current information and updates!

Lost Creek Park



Legend:

- 1 Accessable Park Entry**
~ Flat access for wheelchairs, strollers & maintenance
~ Signpost
- 2 Kids Playground**
Dynamic Play Equipment:
~ Tower / slide structure
~ Swing Set - baby & kid
~ Teeter totter
~ Climbing Structure
- 3 Main Path**
~ flat and wide for ease of movement & maintenance
~ Bike / running circuit
- 4 Grass Field**
Multipurpose flat grass field with Fitness Stations
~ Bootcamp Area
- 5 "Lost Creek Trail"**
Stepping stones create trail through park - opportunity for natural Natural Play
- 6 Earth Elements**
Existing topography & added Earth Berms serve to contain park area & enhance Natural Play
- 7 Local Planting**
Pine Trees provide buffer for homes on perimeter of park - opportunity for Xeriscape
- 8 Street Trees**
Fast growing deciduous trees frame park borders & provide shade

Aims for our Park:

- ~ to provide multi-demographic and accessible park for use by small children, youth, active adults and seniors.
- ~ a dynamic play environment that includes a playground, sport field, natrual play features and fitness stations
- ~ to utilize the natrual topogra-phy & environment, natural vegeta-tion and eath elements already present.

Lost Creek Park

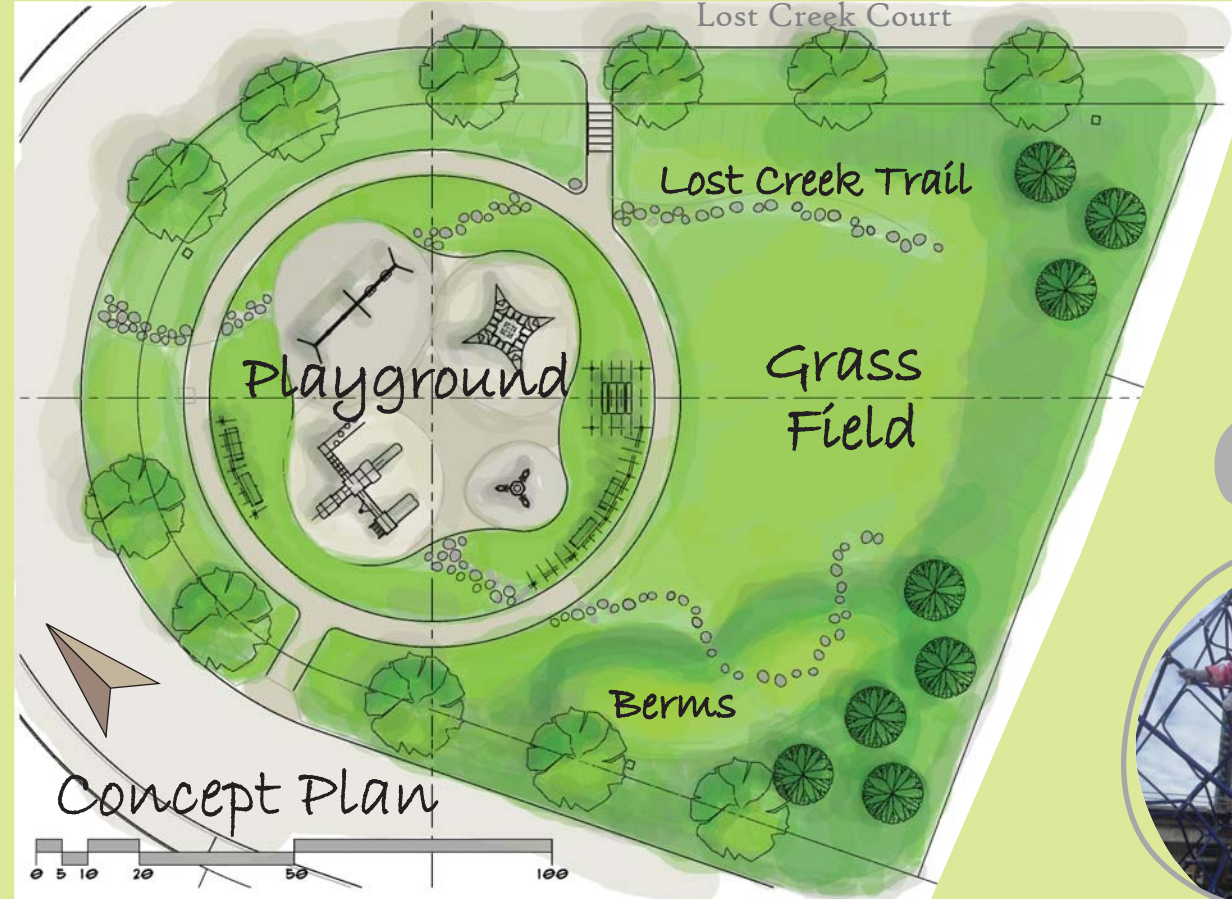
Prepared by Sheila Millar
skmillar@telus.net
604-837-5110



Innovative Design & Elements of Natural Play



Xeriscaping



Dynamic Playground Equipment ages 0-12+



Accessibility



Flexible Usage



Use of Natural Topography

Please note that the designs and ideas represented here are Conceptual only, and not intended for construction.



I

Lost Creek Trail

Stepping Stones make fun path to tie together all the parts of the park & encourage NATURAL PLAY



Berms

Existing & added Grassy berms define the landscape & provide EARTH ELEMENTS for NATURAL PLAY

2

Xeriscape

Landscaping with the existing environment



Lost Creek Trail

Earth Elements & The Environment - Natural Play Reference

Lost Creek Park

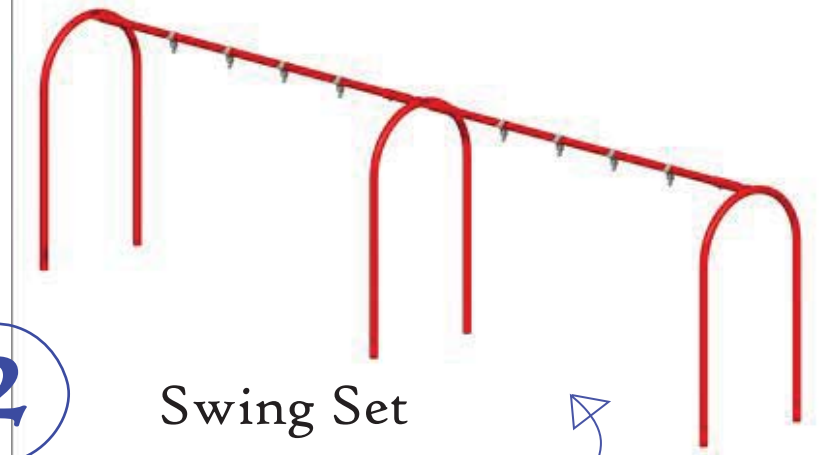


Multi-Play Structure with Slides

I With elements for young kids and for older kids



OR Awesome Saucer Swings



2

Swing Set

x2 Bucket Seat Swings for little kids +
x2 Sling Seats for older kids



Forest Sava

4

Climbing Structure

Fun focus element for Park



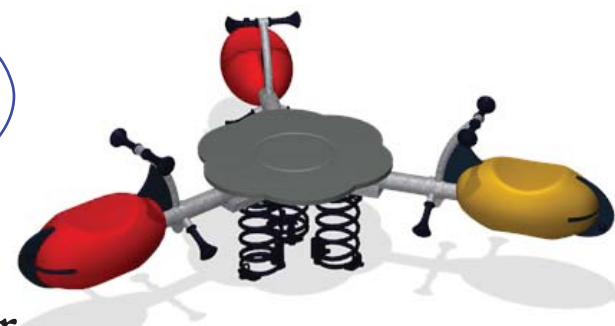
5

Fitness Stations
for all ages



Teeter Totter

3



*All equipment shown are suggested categories of equipment only!
Strictly for budgeting purposes - final choices will be made in future.

Kids Playground

Suggested Equipment

Lost Creek Park

February 8, 2016

To The Honourable Mayor and Council of the City of Kelowna,

We, the committee representing the neighbourhood of Lost Creek, are requesting your review of the following proposal for a park in the community of Lost Creek.

Our vision for the Lost Creek Park is to service the diverse needs of the community. It is a multi-demographic park that targets use and accessibility for small children, youth, active adults and seniors. Our hope is to create a dynamic play environment that includes a playground, sport field, natural play features and fitness equipment. Utilizing the natural environment, native vegetation and earth elements already present; the park will offer an attractive features park to service families and foster community development.

During the past 2 years, there have been numerous community meetings, communications with both city and council members, meetings with the developer, a community petition which was submitted to council in early 2015, meetings with a playground design researcher from UBCO and concept design done by a Lost Creek resident. Based upon these consultations, we are proposing a cost sharing model: Residents to contribute 25% through taxation, developer (Wilden) to contribute an additional 25% and the City of Kelowna funding the remaining 50%. To generate the resident portion, we are requesting an Owner Initiated Local Area Service as per the Community Charter, section 212. Based on the Order of Magnitude Costing provided by the city, the expected maximum cost of this park is \$340,000.00. Through a preliminary survey of the gross majority of the Lost Creek residents, we have greater than 85% support for the Local Area Service funding proposal.

A park in this neighbourhood is in keeping with the 2004 Glenmore Highlands Parks Agreement and the location is as per the 2004 approved zoning for the area; park land was transferred to the City in 2010. The residents of the Lost Creek neighbourhood have been actively advocating for park development since early 2014.

Our goal is to get the park to priority one in the 2016 Budget in order to begin the development of the park in 2017. There is a tremendous amount of community support for this park, and we look forward to collaborating with the City of Kelowna and Wilden to get this park completed.

Thank you for considering our request,

The Lost Creek Park Committee



Heidi Gatti, Tristaca Curley, Sheila Millar, Sophia Yap, Brandy Clevette and Marianne Evashuk



132 Sky Court
Kelowna, BC V1V 3A2
Tel: 250-762-2325 Fax: 250-762-2929

City of Kelowna
City Hall
1435 Water Street
Kelowna, BC, V1Y 1J4

Feb 16, 2016

Attention: **Mayor Basran and Council**

Re: **Proposal for Lost Creek Neighbourhood Park at Wilden**

Please consider this confirmation that Blenk Development Corp., the developer of Wilden, fully support and endorse the Lost Creek Park Committee proposal as detailed in their February 8, 2016 letter to Mayor and Council. Further, Blenk Development Corp. is in agreement with providing the developer's financial contributions as referred to in the letter, subject to Council approval to allow for completion of the Park by the end of 2017.

I applaud the initiative taken by the Lost Creek Park Committee and residents of the neighbourhood to facilitate development of this park and urge Council to give the proposal careful consideration.

Sincerely
Blenk Development Corp.

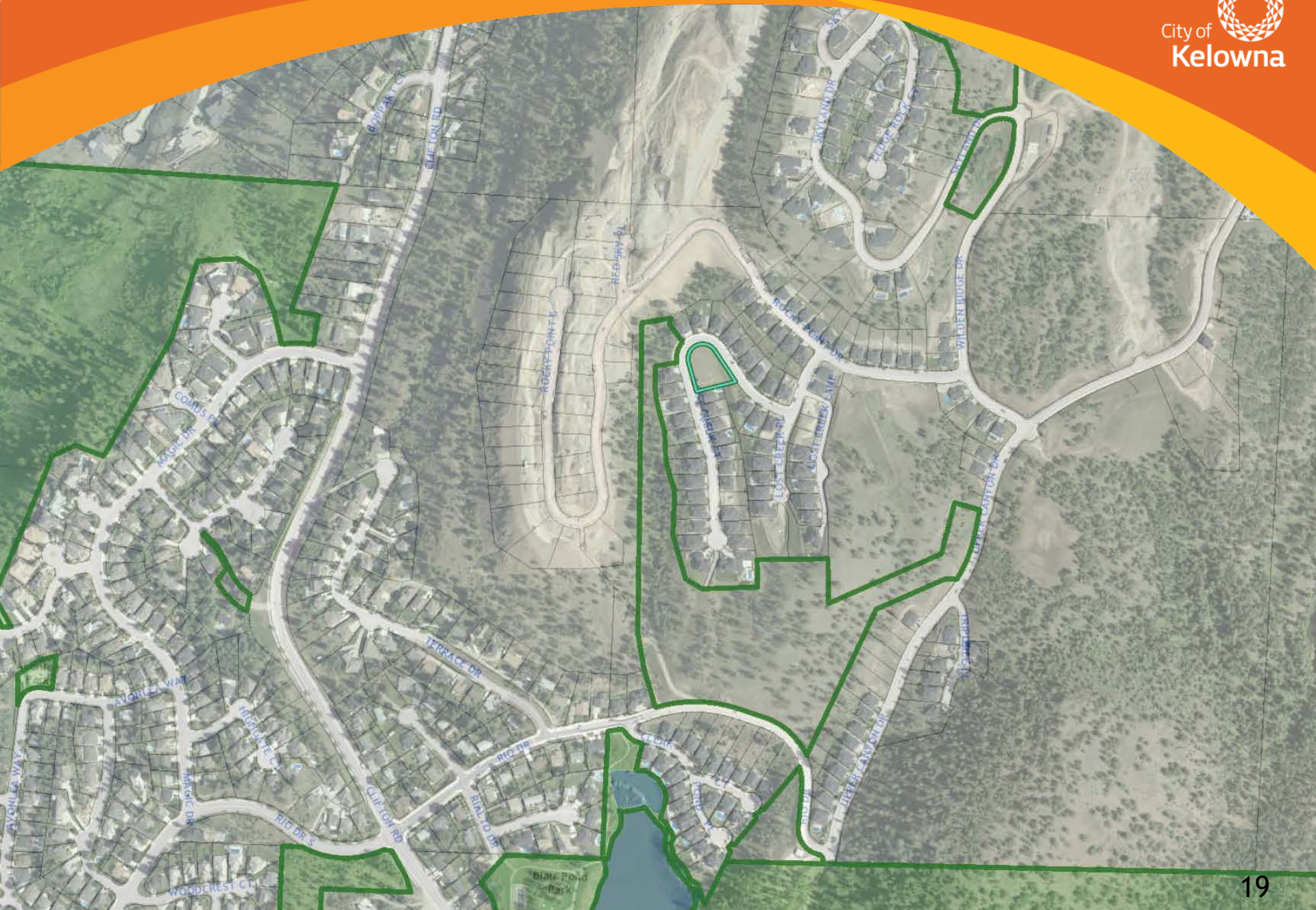
Russ Foster, Pres.
Wilden Project Manager

cc: The Lost Creek Park Committee

LOST CREEK PARK



A Park for Lost Creek!





A Park for Lost Creek!

photo by taceyphotography@gmail.com

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Contact Information:

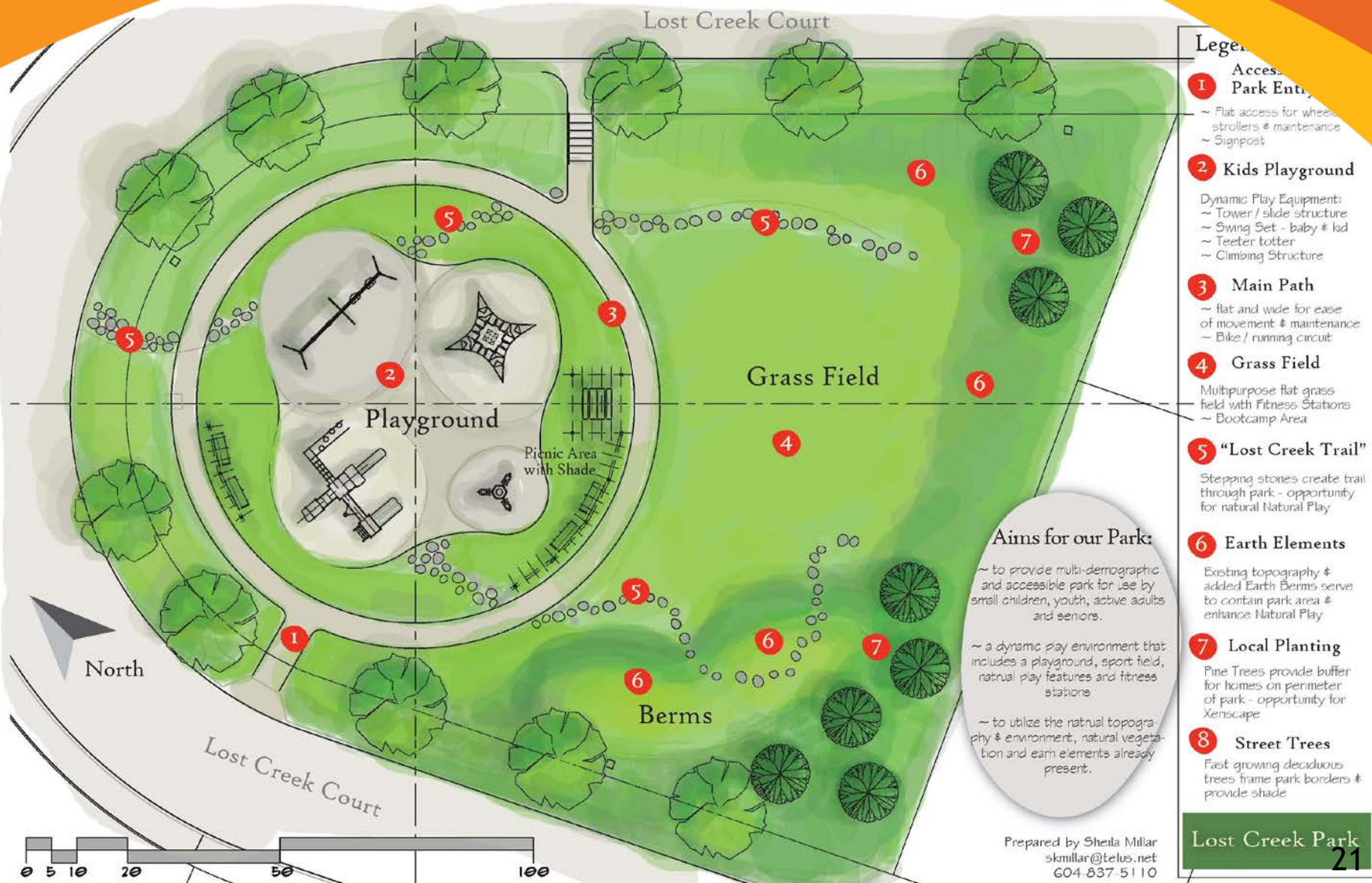
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by email: c/o Mananne Evashuk at mevashuk@shaw.ca

On Facebook please join the Lost Creek Neighbours Group for current information and updates!

Lost Creek Park

20



Prepared by Sheila Millar
skmillar@telus.net
604-837-5110

Lost Creek Park



Innovative Design &
Elements of Natural Play



Xeriscaping



Concept Plan



Dynamic
Playground
Equipment
ages 0-12+



Lost Creek Park Key Features



Accessibility



Flexible Usage



Use of Natural
Topography

Please note that the designs and ideas represented here are Conceptual only, and not intended for construction.

Lost Creek Park



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Lost Creek Trail

Stepping Stones make fun path to tie together all the parts of the park & encourage NATURAL PLAY



3



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2

Xeriscape

Landscaping with the existing environment



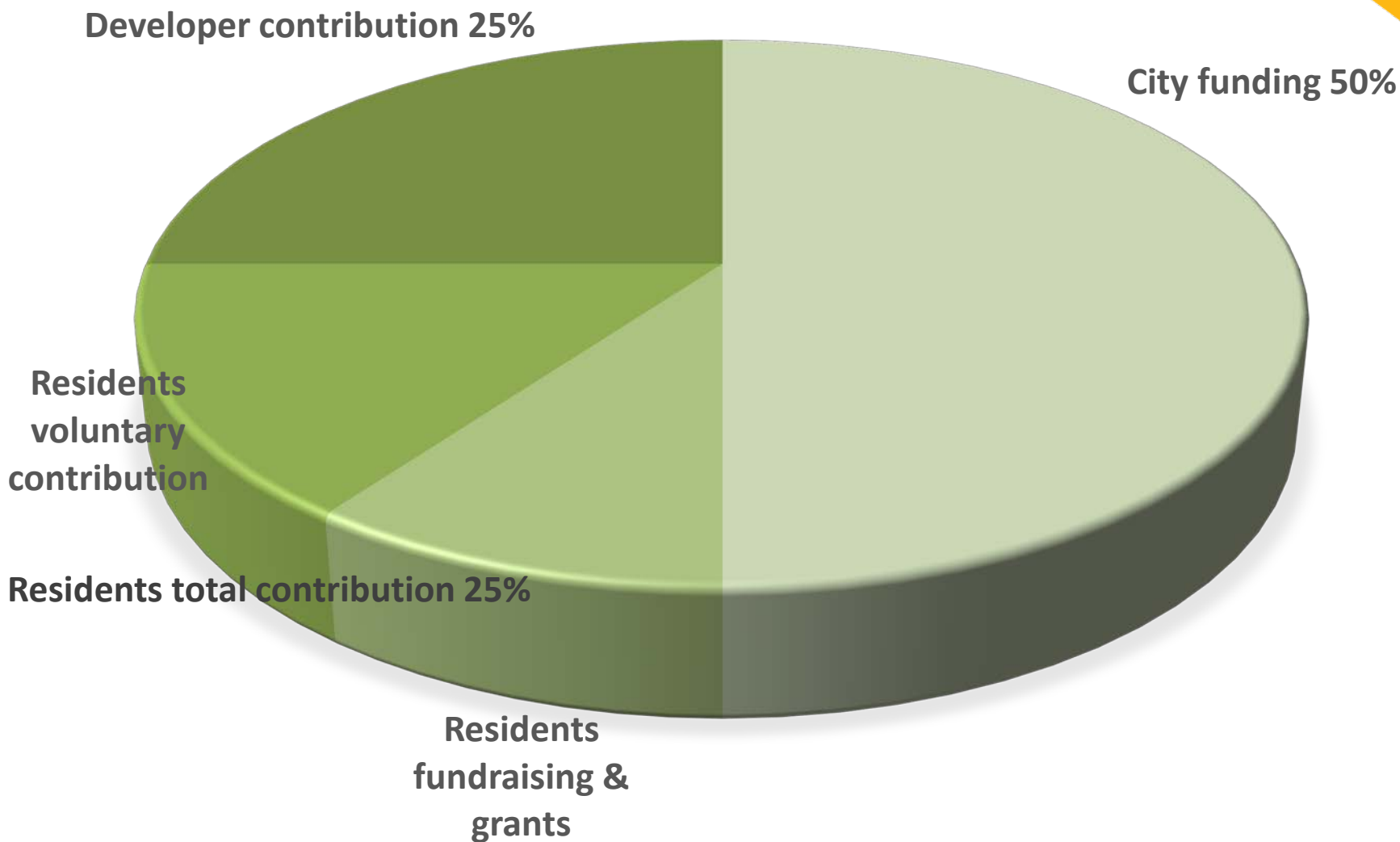
Lost Creek Trail

Earth Elements &
The Environment -
Natural Play Reference

Lost Creek Park

23

PARK DEVELOPMENT COSTS



- **Partnership details developed with neighbourhood group and developer**
- **Proposal assessed with other parks projects for priority in 2017 Capital Budget submission**
- **2017 Capital Budget approval**
- **Fundraising, grant applications and voluntary contributions pursued by neighbourhood group**
- **Concept design and public consultation completed by City staff**



Innovative Design &
Elements of Natural Play



xeriscaping



Concept Plan



Dynamic
Playground
Equipment
ages 0-12+



Lost Creek Park Key Features



Accessibility



Flexible Usage



Use of Natural
Topography

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Lost Creek Park

Report to Council



Date: June 20, 2016
File: 0220-20
To: City Manager
From: George King, Financial Planning Manager
Subject: Base Budget Workshop

Recommendation:

THAT Council receives, for information, the report from the Financial Planning Manager dated June 20, 2016 with respect to the City's base budget.

Purpose:

To provide Council with an overview of the City's base budget process.

Background:

The attached presentation provides a brief overview and understanding of the City's base budget:

- What the base budget is
- How changes are made to the base budget
- Who can make changes to the base budget
- What financial oversight there is for the base budget

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Alternate Recommendation:

Submitted by:

George King, Financial Planning Manager

Approved for inclusion:



Genelle Davidson, Financial Services Director

Base Budget Workshop

June 20, 2016



Agenda

- Base Budget Defined
- Base Budget Detail
- Base Budget Changes
- Financial Oversight

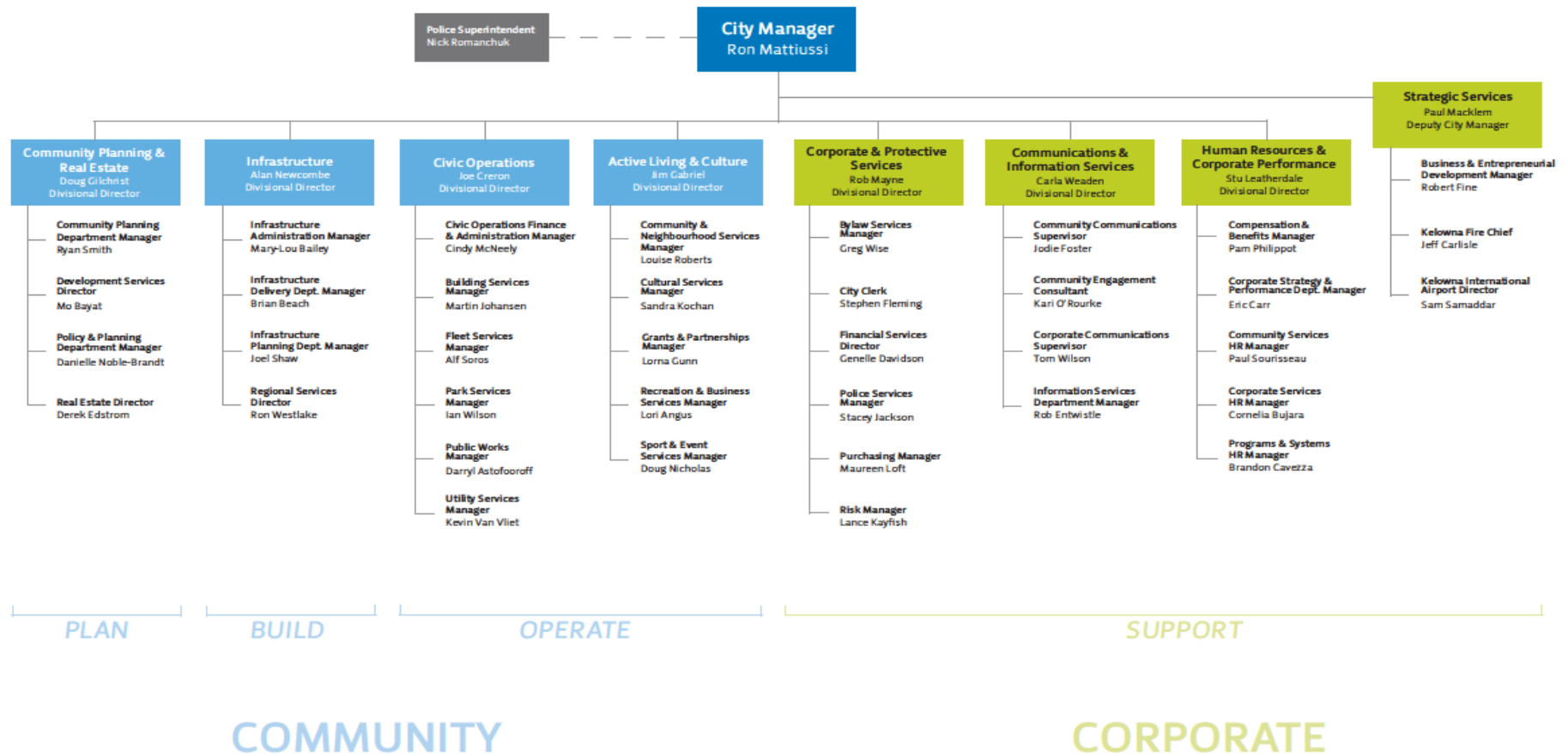


Base Budget Defined

The budget that provides for
existing levels of service
in the current year



Base Budget Defined



Base Budget Defined

➤ Accounting Structure

- ✓ **Fund:** General, Airport, Water, Sewer, Library
- ✓ **Cost Centre:** Represents one Director, Manager or Supervisor and are link to Division/Dept./Branch
- ✓ **Account:** Type of Financial Transaction: assets, liabilities, revenue or expense



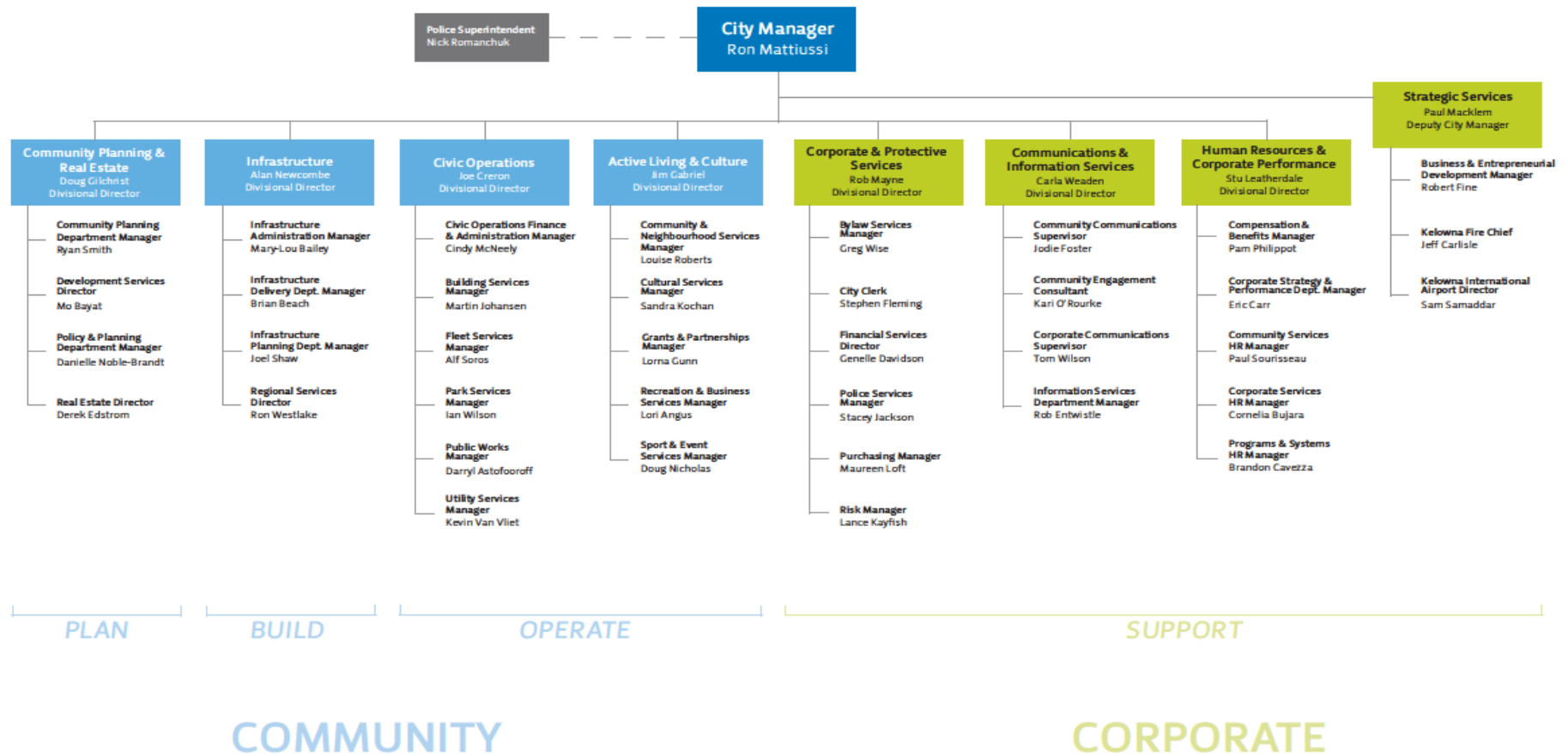
Base Budget Defined

➤ Accounting Structure

- ✓ **Project:** Grouping of Costs: operating programs & capital Projects
- ✓ **Work Order:** Break programs/projects into groupings of costs and revenues.
- ✓ **Locations:** physical and specific location with costs/revenues

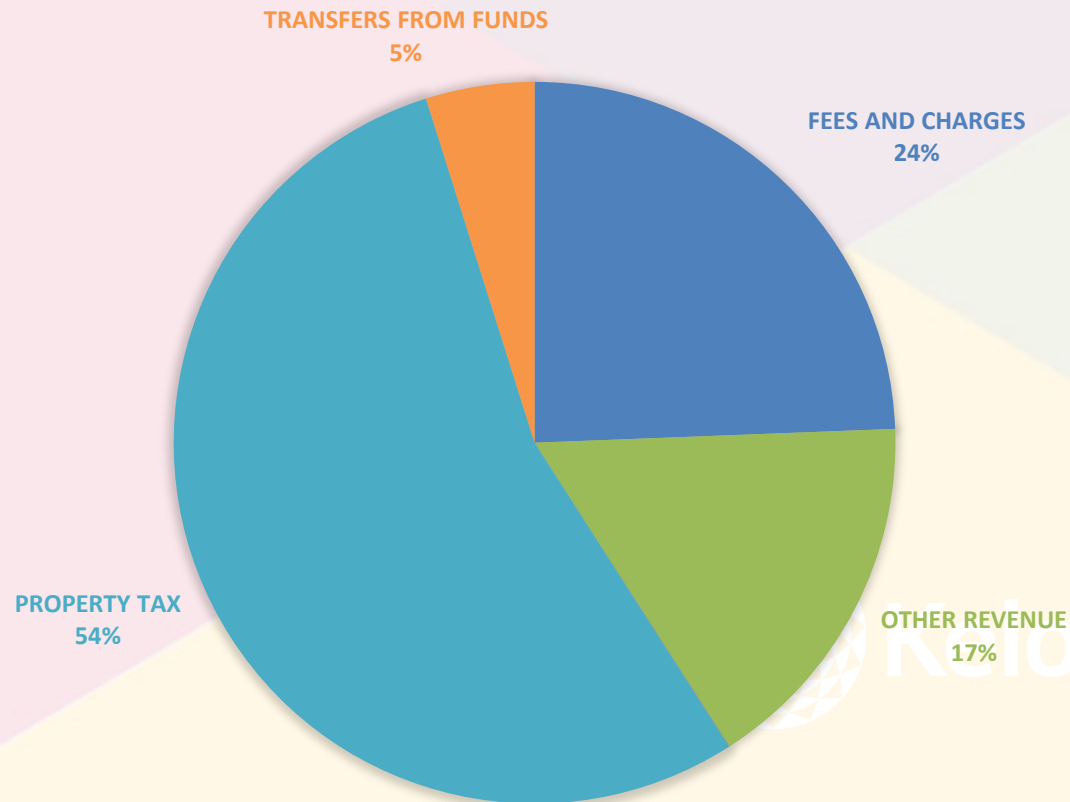


Base Budget Defined



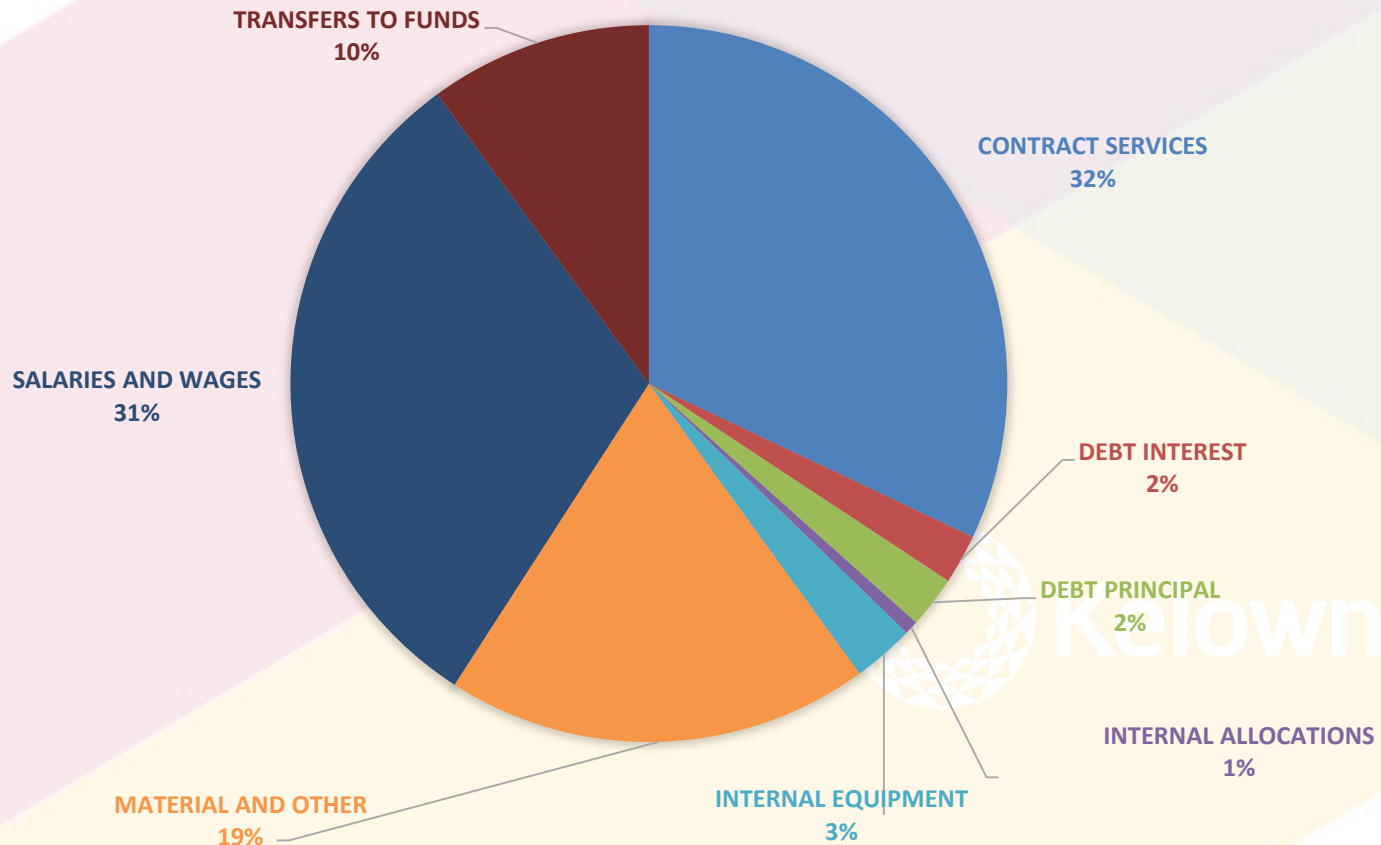
Base Budget Defined

2016 GENERAL FUND REVENUE BUDGET CORPORATE BUDGET



Base Budget Defined

2016 GENERAL FUND EXPENDITURE BUDGET CORPORATE BUDGET



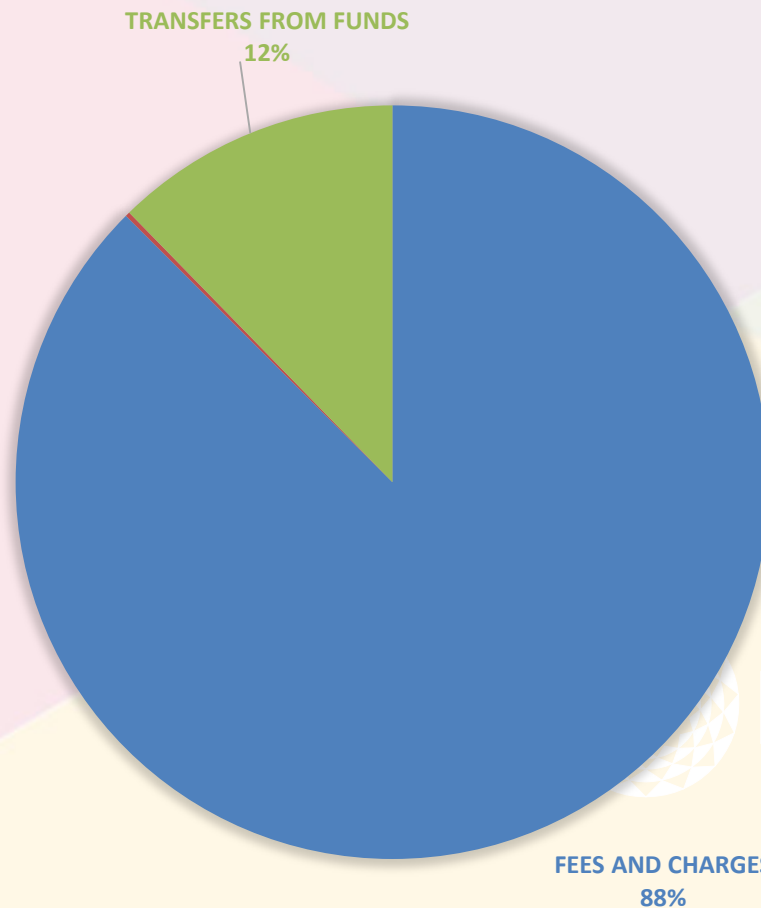
Base Budget Detail

Community Planning & Real Estate
Doug Gilchrist



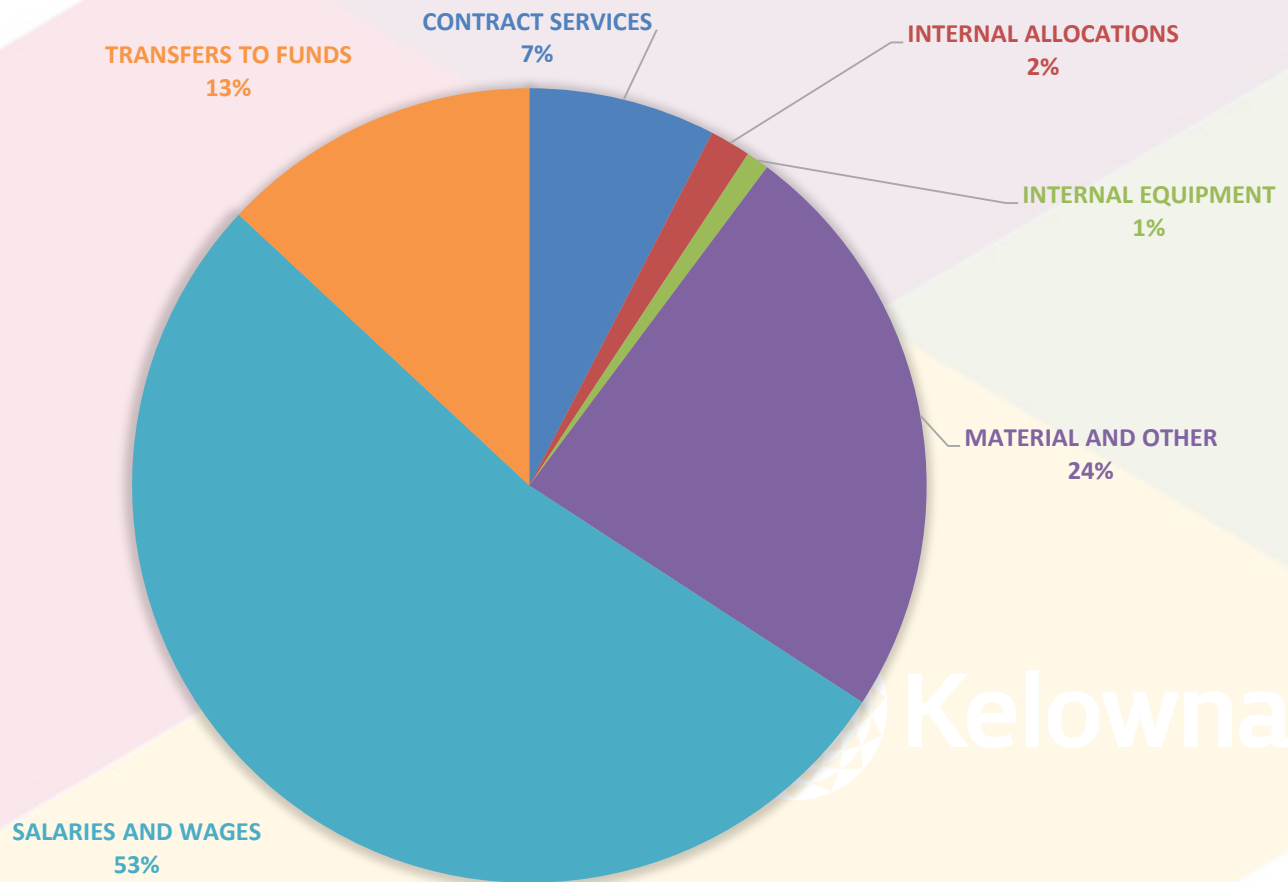
Base Budget Detail

2016 CP&RE REVENUE BUDGET



Base Budget Detail

2016 CP&RE EXPENDITURE BUDGET



Base Budget Detail

Let's Get Into The Detail



Base Budget Detail

Division & Department

Division(T)	Department(T)	YTD	Budget	Variance	YTD%
Community Planning & Real Estate	Community Planning	1,474,827.09	1,481,496.00	6,668.91	99.55
Community Planning & Real Estate	Community Planning & Real Estate	-141,458.52	-132,432.00	9,026.52	106.82
Community Planning & Real Estate	Development Services	596,329.66	631,972.00	35,642.34	94.36
Community Planning & Real Estate	Policy & Planning	1,220,754.49	1,202,671.00	-18,083.49	101.50
Community Planning & Real Estate	Real Estate	456,590.41	457,112.00	521.59	99.89
Community Planning & Real Estate		3,607,043.13	3,640,819.00	33,775.87	99.07
Total		3,607,043.13	3,640,819.00	33,775.87	99.07

Base Budget Detail

Department & Work Order

Account	Account(T)	Total	Budget	Variance	YTD%
		328,015.89	577,282.00	249,266.11	56.82
1070-01	Heritage Grant Program	43,802.11	43,773.00	-29.11	100.07
1070-02	Neighbourhood Area Plan Program	95.56	0.00	-95.56	0.00
1070-04	Heritage Strategy	2,999.08	3,000.00	0.92	99.97
1070-09	Climate Action Plan	0.00	0.00	0.00	0.00
1070-10	Sustainability Action Team	1,327.49	1,500.00	172.51	88.50
1070-11	Our Rutland	-6.00	0.00	6.00	0.00
1070-12	External Demographic Data	5,595.00	6,500.00	905.00	86.08
1070-13	Civic Precinct Land Use Plan	50,000.00	50,000.00	0.00	100.00
1070-15	Urban Centers Roadmap	0.00	0.00	0.00	0.00
1070-16	Housing Reserve Fund	320,000.00	120,000.00	-200,000.00	266.67
1070-17	Urban Infill Challenge	14,351.74	14,350.00	-1.74	100.01
1070-18	Partnership & Research	67,498.81	45,000.00	-22,498.81	100.00
1070-19	Hospital Area Plan Phase 2	32,000.00	32,000.00	0.00	100.00
1070-20	Agricultural Plan Update	20,000.00	20,000.00	0.00	100.00
1070-21	Community For All Ages	2,280.00	2,280.00	0.00	100.00
1070	Research & Strategic Planning	887,959.68	915,685.00	27,725.32	94.52
153	Policy & Planning	887,959.68	915,685.00	27,725.32	94.52
	Total	887,959.68	915,685.00	27,725.32	94.52

Base Budget Detail

Account	Account(T)	Total	Budget	Variance	YTD%
4000	General Revenue	-2,450.00	-3,500.00	-1,050.00	70.00
4440	Permits and Inspections Revenue	-2,379,784.57	-3,273,112.00	-893,327.43	72.71
4510	Recovery Revenue	-6,275.72	0.00	6,275.72	0.00
4580	Sale Revenue	-3,745.32	-3,000.00	745.32	124.84
4590	Service Revenue	-150.00	0.00	150.00	0.00
5225	Salaries - Management	41,534.56	154,006.00	112,471.44	26.97
5450	FB Load Salary - Mgmt	20,199.54	0.00	-20,199.54	0.00
6040	Advertising	70.57	1,878.00	1,807.43	3.76
6180	Communication Lines	2,509.64	9,777.00	7,267.36	25.67
6280	Copier Use Expense	438.81	2,725.00	2,286.19	16.10
6660	Hearing Tests	0.00	1,000.00	1,000.00	0.00
7080	Legal Expense	49.53	600.00	550.47	8.25
7240	Meals Expense - Meeting Ordered In	145.55	1,000.00	854.45	14.56
7260	Medical Examinations	0.00	1,400.00	1,400.00	0.00
7280	Memberships	1,291.50	3,200.00	1,908.50	40.36
7321	Payroll Expense - Mileage (Financial Ser	1,100.00	5,000.00	3,900.00	22.00
7500	Postage & Freight	514.45	1,246.00	731.55	41.29
7520	Professional & Consulting Services	897.99	3,000.00	2,102.01	29.93
7540	Purchase Services	9.49	160.00	150.51	5.93
7570	Repair Expense	16.94	200.00	183.06	8.47
7620	Reproduction Services	3,481.08	31,890.00	28,408.92	10.92
7630	Rewards & Recognition (BGT ONLY-use	0.00	1,380.00	1,380.00	0.00
7632	Rewards & Recognition - Gifts	379.80	0.00	-379.80	0.00
7680	Subscriptions	1,126.62	2,975.00	1,848.38	37.87
7720	Material & Supplies - Computer & Photo	1,262.24	1,512.00	249.76	83.48
7820	Material & Supplies - Office	2,081.60	9,532.00	7,450.40	21.84
7960	Telephone - Cellular	5,300.85	15,000.00	9,699.15	35.34
8000	Telephone - Long Distance	89.89	515.00	425.11	17.45
8050	Training & Education Expense	4,987.89	18,250.00	13,262.11	27.33
8180	Travel Expense	3,577.70	5,500.00	1,922.30	65.05
		-2,301,339.37	-3,007,866.00	-706,526.63	76.51
4200	Appropriation from General Reserve (Fi	0.00	-417,110.00	-417,110.00	0.00
5210	Salaries - Union	8,503.90	0.00	-8,503.90	0.00
5270	Wages - Special - PT & Cas	0.00	39,110.00	39,110.00	0.00
5435	FB Load Salaries - Union	3,826.76	0.00	-3,826.76	0.00
7620	Reproduction Services	54,645.00	378,000.00	323,355.00	0.70
1066-01	MicroFiche Scanning Project	66,975.66	0.00	-66,975.66	0.00
1066	Inspection Services Administrative	-2,234,363.71	-3,007,866.00	-773,502.29	76.01
148	Development Services	-2,234,363.71	-3,007,866.00	-773,502.29	76.01
	Total	-2,234,363.71	-3,007,866.00	-773,502.29	76.01

Base Budget Changes

➤ Council

- ✓ Policy
- ✓ Bylaw
- ✓ Council Resolution
- ✓ Council Service Requests



➤ Other Levels of Government - Legislated

- ✓ Provincial
- ✓ Federal



Base Budget Changes

- Provisional Budget
- Carry-overs
- Final Budget
- During the Year



Financial Oversight

➤ Scheduled Reviews

- ✓ Variance Analysis
- ✓ Utility Rate Review
- ✓ Union Contracts: CUPE/IAFF/IBEW
- ✓ Purchasing Reviews

➤ Council Directed Reviews

- ✓ Heritage Properties Program Review



Financial Oversight Completed Reviews

- Legal Services
- Business License - Phase I
- Records Management function – Phase I
- Parking Services
- Building Services Revenue
- Vehicle Parts Inventory
- Stores Inventory
- Council Notice Process
- Fees and Charges Overall
- Training Program
- Graphic Design Contract



Financial Oversight Currently Under Review

- Financial Services Function
- Business License – Phase II
- Records Management function – Phase II
- Utility Billing Customer Care
- Recreation Contractors



Financial Oversight

Future Reviews Under Consideration

- NAPA Review
- Overhead Review – 3rd Party Invoicing
- Internal Allocations Review
- Reserve Funding



Key Points

➤ What the base budget is:

The budget that provides for
existing levels of service
in the current year

➤ How changes are made to the base budget

- ✓ Provisional Budget
- ✓ Carryovers
- ✓ Final Budget
- ✓ During the Year



Key Points

- Who can make changes to the base budget
 - ✓ Council
 - ✓ Other Levels of Government

- What financial oversight there is for the base budget
 - ✓ Scheduled
 - ✓ Council Directed



Questions

- What the base budget is?
- How changes are made to the base budget?
- Who can make changes to the base budget?
- What financial oversight there is for the base budget?