



TOWN OF PORT MCNEILL

Agenda for the Committee of the Whole Meeting
Monday, March 15, 2021 at 10:00 a.m.
Via Zoom Webinar, Port McNeill, BC

Following the release of Ministerial Order No. M192 whereas a Provincial State of Emergency due to COVID-19 has been declared, Municipal councils may hold their meetings via electronic means.

We are privileged to gather on the traditional territory of the Kwak'wala-speaking peoples.

PG

1. CALL TO ORDER

2. ADOPT AGENDA

a) Accept or amend agenda as presented.

M S 1

3. ADOPTION OF MINUTES

4. PETITIONS AND DELEGATIONS

5. OLD BUSINESS

a) 2021 Budget Planning

INFO 2-6

6. NEW BUSINESS

7. REPORTS

8. IN-CAMERA

9. ADJOURNMENT

Information

STAFF REPORT



To: Pete Nelson-Smith, CAO

File No:

Meeting Date: March 15, 2021

From: Claudia Frost, Chief Financial Officer

Subject: Operating and Capital Budget for 2021

PURPOSE:

To provide Council with the 2021 Operating Budget and 2021 Capital Budget for discussion, review, and revision.

BACKGROUND:

Each year the Town of Port McNeill must prepare a Five-Year Financial Plan. The information required in the plan is defined in the Community Charter. The Five-Year Financial Plan Bylaw and an accompanying Annual Property Tax Bylaw must both be passed before May 14th in the current year. The 2021 Operating Budget and 2021 Capital Budget is included in the Five-Year Financial Plan.

KEY ISSUES DEFINED:

2021 Capital Budget:

As per Council resolution, March 09, 2021, department managers have prioritized their capital expenditures and projects.

The breakdown of total capital expenditures by department and the proposed funding sources as follows:

Department	Capital Projects	FUNDING SOURCES				
		Taxes/Utilities	Reserves	Surplus	Financing	Grants (TBA)
Fire	748,194	62,800	115,000		452,760	117,634
Sewer	537,000	157,000	310,000	70,000		
Pool	306,000	6,000				300,000
Harbour	148,000	73,000	75,000			
Public Works	90,000	50,000	40,000			
Admin/Council	20,000		20,000			
<i>Totals</i>	<i>1,849,194</i>	<i>348,800</i>	<i>560,000</i>	<i>70,000</i>	<i>452,760</i>	<i>417,634</i>

The public works, harbour and finance department have deferred some of the requested capital expenditures to the years 2022 and 2023. There is, at this time, no capital expenditures or projects deferred to 2024, and 2025.

IMPLICATIONS:

To cover all the Capital Expenditures requested for the year 2021, the amount of \$630,000 will need to come from reserve or surplus accounts as follows:

80,000	Covid Reserve	157,000	NICF Reserve
5,000	Old School Reserve	10,000	Capital Reserve
115,000	Fire Dept Reserve	153,000	Gas Tax Reserve
40,000	Equipment Reserve	70,000	Sewer Surplus

Note: Firehall back-up power \$70,000, if the submitted grant is not approved, the finance department recommends capital purchase to be funded from Covid Funds, Council has already approved the \$70,000 expenditure for the Firehall backup power.

Fire Department Compressor purchase of \$47,634, if the grant is not approved, the finance department recommends the capital purchase to be funded from Covid Funds.

RECOMMENDATION:

That council review the 2021 Operating Budget and 2021 Capital Budget and give direction to administration on what capital projects are to be presented in the 2021 Capital Budget and the source(s) of funding for the expenditures.

Prepared by:

Reviewed by:

 _____

Claudia Frost, CFO

Pete Nelson-Smith, CAO

2021 OPERATING BUDGET

REVENUE	2021 Budget	Comments
Corporate	31,000.00	-49%
Rental	78,910.00	1%
Pool	39,450.00	
Campground	45,000.00	-6%
Airport	4,900.00	0%
Licence Fees	41,332.00	79%
Cemetery	3,000.00	17%
Public Works	2,500.00	116%
Fiscal	100,000.00	23%
Grants	680,500.00	-58%
Pilts & Gilts	54,842.88	-2%
Property Tax	1,528,510.02	2%
Operating Revenues	2,609,944.90	-24.91% Increase 3.8% fro 2020 actual

Transfer from Reserve

Total Operating Revenues	2,609,944.90
---------------------------------	---------------------

EXPENDITURES	2021 Budget	
Goverance	96,195.94	25%
Grants to Groups	45,200.00	371% \$10k - church; \$16k - Battery Pack donation
Corporate Administration	392,829.93	39%
Ambulance	600.00	-74%
Fire Department	144,775.00	-12%
ESS	10,850.00	-5%
Cemetery	3,550.00	17%
Health Unit	1,000.00	
Animal / Bylaw	28,910.00	10%
Public Works Admin	307,501.98	32%
Public Works Yard	59,350.00	0%
Public Works Vehicles	53,675.00	4%
Roads	186,922.00	15%
Parks	68,532.00	7%
Pool	174,366.58	
Community Hall	23,050.00	8%
Old School	102,150.00	4%
Library	93,938.00	0%
Museum / Recreation / Vistor Centre	109,070.80	
Campground	46,450.00	8%
Airport	35,200.00	144%
Fiscal	50,400.00	4%
Operating Expenditures	2,034,517.24	38%

Suprlus / Deficit	575,427.66
--------------------------	-------------------

	2021 Budget	Comments
--	-------------	----------

TRANSFER/AMORTIZATION

Amortization of Tangible Capital Assets

Transfer to Reserves

Transfer to Statutory Reserves

Transfer to Surplus 163,000.00

Surplus/Deficit after Transfer Amortization	412,427.66
--	-------------------

	2021 Budget	Comments
--	-------------	----------

WATER REVENUE 303,220.00 3%

WATER EXPENDITURES 276,205.00 1%

Water surplus/deficit 27,015.00 32%

SEWER REVENUE 387,740.00 2%

SEWER EXPENDITURES 219,716.00 3%

Sewer surplus/Deficit 168,024.00 2%

SOLID WASTE REVENUE 216,558.00 2%

SOLID WASTE EXPENDITURES 213,494.00 4%

Solidwaste Surplus/Deficit 3,064.00 -56%

HABOUR REVENUE 334,050.00 -5%

HARBOUR EXPENDITURES 395,756.04 13%

Habour Surplus / Deficit (61,706.04)

Total Revenue 3,851,512.90 -18%

Total Expenditures 3,302,688.28 -11%

548,824.62

Total Surplus / Deficit 548,824.62

2021 OPERATING BUDGET

Capital Projects

350,721.62

2021 Funds available for capital projects

Transfers

Transfer to Water Surplus	(27,015.00)
Transfer to Sewer Surplus	(168,024.00)
Transfer to Solid Waste Surplus	(3,064.00)
Transfer to Harbour Surplus	

Total Transfers	<u>(198,103.00)</u>
------------------------	----------------------

Total Surplus / Deficit	350,721.62
--------------------------------	------------

2021 Capital Budget

CAPITAL PROJECTS REQUESTED FOR THE YEAR 2021		PRIORITY LISTING from Dept.	2021	2022	2023	2024	2025	2021 Tax or Utility Fees	Funded Reserves or Surplus	Related Reserve/Surplus Account	Funded Gas Tax	Financing	Guaranteed Funding Others	Funder Name
Admin Council	Ergonomic Office Improvemnets	ADM - 1	15,000						15,000	<i>Covid</i>				
	Cemetery expansion			65,000										
	Town Office repaint	PW - Defer		14,000										
	Town office LED lighting conversion	PW - Defer		10,000										
	Hoy Bay development			10,000										
	Chamber Reno			80,000										
	Old School		5,000						5,000	<i>Old School Reserve</i>				
	Waterfront Park Development			?										
	Mine Rd. Path			?										
	Fire Dept.	Fire - Pumper Truck (Replace #3 by 2022)	FD - 1	552,760						100,000	<i>Fire Dept Reserve</i>		452,760	
Firehall - back up power		FD-2/ PW-1	70,000							<i>If no grant - Covid</i>			70,000	Grant Applied - TBA
Computers for Officers Room		FD - 3	2,400					2,400						
Air Bottles		FD - 4	15,000					15,000						
SCBA Rechargeable Batteries		FD - 5	10,000					10,000						
Pagers		FD - 6	3,600					3,600						
Radios		FD - 7	3,000					3,000						
Compressor		FD - 8	47,634							<i>If no grant - Covid</i>			47,634	Grant Applied - TBA
Nozzles		FD - 9	4,000					4,000						
Fire Dept. - TIC Camera		FD-10	15,000						15,000	<i>Fire Dept Reserve</i>				
Training Grounds		FD-11	5,000					5,000						
Gas Detector		FD-12	1,100					1,100						
Wildfire Gear		FD-13	4,000					4,000						
Gear Lockers		FD-14	3,000					3,000						
Gym Equipment		FD-15	2,500					2,500						
Firehall - electrical upgrades		FD-16	5,000					5,000						
Officer Jackets		FD-17	4,200					4,200						
Firehall - spaceheaters			12,000											
Firehall - Interior painting				10,000										
Pumper 1 Display Building				?										
Pool	Swimming pool (mats)		6,000					6,000						
	Pool Upgrade Phase 2	PW - 8	300,000										300,000	Grant Applied - TBA
Public Works	Sand Spreader	PW - 3	40,000					40,000						
	2 Replacement Pick Up Trucks	PW - 5	40,000						40,000	<i>Equipment Reserve</i>				
	Water Tower Painting	PW - 7	10,000					10,000						
Recreation	LED lighting Museum, Pool, Sewage treatment, Ambulance, Fire & Comm Hall			43,000										
	Community hall tables			15,000										
Sewer	Recreation funds - transfer to reserve			25,000										
	Haddington Storm Sewer (<i>Approved by Council</i>)	Approved	157,000					157,000						
Harbour	Alarm System Upgrades Phase 3	PW - 2	20,000						20,000	<i>Sewer Surplus</i>				
	Conditional Assesment for 4-6 shelf ready projects (storm & sanitary sewer)	PW - 4	50,000						50,000	<i>Sewer Surplus</i>				
	Hemlock Streert Sanitary Sewer Upgrade	PW - 6	310,000						157,000	<i>NICF Reserve</i>	153,000			
	E Dock Replacement (2021 - Engineering Plans 2022 - Build)	MH - 1	40,000	260,000				40,000						
Harbour	Harbour shower upgrades	MH - 2	100,000						100,000	<i>Covid</i>				
	Harbour Dock Repairs	MH - 3	45,000					25,000	20,000	<i>Capital Priority Reserve</i>				
	Electrical Schematic	MH - 4	8,000					8,000						
	Bollards on Harbour Front	MH - 5	25,000						25,000	<i>NICF Reserve</i>				
	Accessible Persons Ramp and Concrete Walkway for 2nd Entrance/Exit			20,000										
Carpets/Flooring for Harbour Office			20,000											
Total Capital Projects			1,919,194	574,000	10,000	-	-	348,800	547,000	-	153,000	452,760	417,634	
Total Requested by Department														
Fire Department		748,194							115,000	<i>Covid Reserve</i>				
Sewer		537,000							5,000	<i>Old School Reserve</i>				
Pool		306,000							115,000	<i>Fire Dept Reserve</i>				
Harbour		218,000							40,000	<i>Equipment Reserve</i>				
Public Works		80,000							182,000	<i>NICF Reserve</i>				
Council & Admin		20,000							20,000	<i>Capital Priority Reserve</i>				
		1,919,194							477,000	<i>Total from Reserve</i>				
									153,000	<i>Gas Tax Reserve</i>				
									70,000	<i>Sewer Surplus</i>				

TOWN OF PORT MCNEILL
SURPLUS/RESERVE ACCOUNTS

Reserve Accounts:		2020 End Balance	2021 Withdraws	2021 Balance
Land - Bylaw 667,2016	Statutory Reserve	279,355		279,355
Fire - Bylaw 667,2016	Statutory Reserve	128,086	115,000	13,086
North Island Community Forest - Bylaw 667,2016	Statutory Reserve	1,571,991	182,000	1,389,991
Public Works Equipment - Bylaw 667,2016	Statutory Reserve	70,137	40,000	30,137
Capital Priority - Bylaw 667,2016	Statutory Reserve	68,000	20,000	48,000
Old School	Non Statutory Reserves	200,000	5,000	195,000
Roads & Sidewalks	Non Statutory Reserves	225,000		225,000
General	Non Statutory Reserves	235,856		235,856
Covid Funds	Non Statutory Reserves	444,000	100,000	344,000
Covid: 10% Computer/Tech			15,000	
10% Emergency Planning	(88,800)	444,000		429,000
30% Services for Vunerble Persons	(266,400)			
Total Reserves		3,666,425	477,000	3,189,425
SURPLUS		2020 End Balance	2021 Withdraws	2021 Balance
General	<i>Deficit</i>	-77,828		-77,828
Water	<i>Deficit</i>	-67,387		-67,387
Solid Waste	<i>Deficit</i>	-8,084		-8,084
Sewer	<i>Surplus</i>	653,406	70,000	583,406
Harbour	<i>Deficit</i>	-47,836		-47,836
Total Surplus		452,271	70,000	382,271