

2010 Five Year Financial Plan TRACKING - Adjustments & Corrections				2010	2011	2012	2013	2014
				Budget	Budget	Budget	Budget	Budget
Draft Presented January 11, 2010				3,335,631	3,691,209	3,849,903	4,293,760	4,463,315
Prior year Tax Revenue Requirement				(3,068,690)	(3,335,631)	(3,691,209)	(3,849,903)	(4,293,760)
Increment				266,941	355,578	158,694	443,857	169,555
				8.7%	10.7%	4.3%	11.5%	3.9%
<i>Effective increase (incl new assessment base) 2010 @ .9% // 1.5% thereafter</i>				<i>7.8%</i>	<i>9.2%</i>	<i>2.8%</i>	<i>10.0%</i>	<i>2.4%</i>
January 18, 2010 - COW - Staff recommendations presented options to limit effective increase to 3%, 4% and 5%. Council agreed with the following changes and effects on service level, limiting the effective increase to 3.7% or \$54 on average.								
Corporate		CPI .2% instead of .5%	Effect of Actual vs Estimated in Draft	(4,899)	(97.98)	(1.96)	(0.04)	-
Bld Permits Rev		Increase to 09 experience	New Estimate based on '09 \$110K - Increase '10 budget from \$90 to \$100K	(10,000)	(10,150)	(10,302)	(10,457)	(10,614)
Finance Revenue		HRDC Grant Funding - Target Student	Apply for Grant Funding (limits recruitment opportunities and length of term)	(1,680)	(1,680)	(1,680)	(1,680)	(1,680)
PW Revenue		HRDC Summer Works/Parks	Apply for Grant for Summer Crews (limits recruitment opportunities and length of term)	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
Library Revenue		Fine Collections increase	Actual for 09 is greater than predicted, therefore expected revenue will be \$600 higher than currently in 2010 budget.	(600)	(600)	(600)	(600)	(600)
Library Revenue		Increase Fine Amounts	Current fines are .20 per day and have been at this rate for more than 10 years. Can justify increase to .25	(1,600)	(1,600)	(1,600)	(1,600)	(1,600)
PW		Communications - change from pagers	efforts to phase out the emergency pager and have calls forwarded to cellular phones will generate reduction in cost.	(430)	(436)	(443)	(450)	(457)
Corporate		Vacation Payout Budgets	Good policy is to support culture where Staff are encouraged to take full vacation allotment each year. Traditionally Work loads have been such that this has not been possible for some staff (Sr Mgmt). Requires CAO Support to effectively implement appropriate work hour boundaries. Risk that the effect of reduced number of working hours will only increase the number of extra (unpaid hours). This strategy requires and acknowledgement of a decrease in expectation of output.	(13,317)	(13,583)	(13,855)	(14,132)	(14,415)

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Legislation		Committee Expenses	This account is used to fund special unbudgeted projects of Council (e.g. National Park Initiative, Mural in Snug Cove, grant celebrations, etc.). If this account is cut Council would have to budget items through the normal budget process. A \$1,000 contingency would be left in the account.	(4,000)	(4,060)	(4,121)	(4,183)	(4,246)
Legislation		Miscellaneous	This account is used for items such as catering, rental of space for special meetings and other miscellaneous Council expenses. I believe that if this budget is cut, it will not have any serious impacts (just more do it yourself dinners).	(1,000)	(1,015)	(1,030)	(1,045)	(1,061)
Admin		Miscellaneous	This account was under budget in 2009. I would be comfortable cutting it by \$1,000.	(1,000)	(1,015)	(1,030)	(1,045)	(1,061)
Gen Gov't		Telephone - >1 Cell	Cell Phone contract expired - not renewed	(450)	(457)	(464)	(471)	(478)
Gen Gov't		Miscellaneous	This account was slightly under budget in 2009. I would be comfortable cutting it by \$500.	(500)	(508)	(516)	(524)	(532)
Bylaw		Waste Dispensers	Budget was for additional placements - no new ones for 2010 some provision for new /replacements in future years preserved	(750)	(761)	(772)	(784)	(796)
Bylaw		Miscellaneous	Reduced budget to projected actual 2009	(100)	(102)	(104)	(106)	(108)
Admin		BimLink	There is currently \$8,000 allocated for the quarterly production of BIMLINK. This cut would eliminate the newsletter.	(8,000)	(8,120)	(8,242)	(8,366)	(8,491)
Corporate		Gardening	Past arrangement for this service has been discontinued - proposed that less work (no baskets / barrels) to be accomplished and done internally instead (may impact amount of other works accomplished in summer months	(20,000)	(20,300)	(20,605)	(20,914)	(21,228)
Gen Gov't		Janitorial Service Reduce by 1/2	Municipal Hall Janitorial Service Reduction to 1/2 - Staff to re-evaluate needs / consider combining services Youth, Library and Muni Hall and issuing RFP for Contracted Service. Meantime some of existing work to be accomplished in house	(12,000)	(12,180)	(12,363)	(12,548)	(12,736)
Gen Gov't		Visitor Centre - Service Agreement	Choose Option 1 - reduced operating hours	(3,174)	(3,222)	(3,270)	(3,319)	(3,369)

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Corporate		Overtime Budgets	All budgets for overtime removed (except Contingency for Emergencies in Public Works). Increased responsibility on Management to prioritize work assignments and seek out efficiencies to increase staff productivity levels in areas of most importance. Will require CAO Support to define emergencies. Impact may be less timely delivery of services internally and externally. Risk is that effect of reduction in number of working hours will be mitigated by Sr Staff increasing extra hours. Again this type of strategy requires acknowledgement of a reduction in expectation of output.	(10,500)	(10,710)	(10,924)	(11,142)	(11,365)
Legislation		Conferences / Conventions	Council would still have the ability to attend UBCM, but attendance at other conferences & conventions would be limited.	(2,000)	(2,030)	(2,060)	(2,091)	(2,122)
Finance		Conferences / Conventions	Reduce opportunity for attendance from 2 events to 1. Typically Finance has only actually managed one such convention per year.	(1,000)	(1,015)	(1,030)	(1,045)	(1,061)
Fire		Conferences/Conventions	Reduce opportunity for 2 to attend annual events to 1	(1,250)	(1,269)	(1,288)	(1,307)	(1,327)
Bylaw		Conferences/ Conventions	Reduce opportunity for attendance from 1 to 0 events	(1,523)	(1,546)	(1,569)	(1,593)	(1,617)
Fire		Travel	Reduction in Travel Reimbursement	(2,000)	(2,030)	(2,060)	(2,091)	(2,122)
Library		Nip & Tuck	Decreases to opportunities for staff development, meetings, etc.	(1,700)	(1,726)	(1,752)	(1,778)	(1,805)
Library		Collection Reduction	Reduced new materials coming in. Current shelves full, so justifiable to decrease amount of new materials.	(2,000)	(2,030)	(2,060)	(2,091)	(2,122)

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Recreation		Halloween Fireworks	This is one of the island's most popular community events and this would be a significant service cut; however when compared to other free events that the Municipality offers (i.e. Canada Day) the fireworks do not bring in any other kinds of revenue to help offset the cost. As with all other recreation programs offered, our department seeks to offset costs associated with a particular event or program. The Fire Department oversees this event and therefore, there are no revenue opportunities that we receive. Reduce Budget from \$4000 to \$2K - ask Fire Fighters to Head Fund Raising to top up	(2,000)	(2,030)	(2,060)	(2,091)	(2,122)
PW		Rock Fall Hazard Mitigation Program (report pending)	Extend Hazard mitigation over a longer period - reduce 2010 from 72K to 57K, same for next year - then 20K per year after. All subject to periodic expert monitoring and reporting. Report currently pending. Note \$40K of Current & Next Year funded from Surplus	(15,000)	(15,000)	15,000	15,000	15,000
Library		Reduce suppl staffing - absence coverage	As staff has never taken all the sick leave allotted we could conceivably reduce this item. Implications for meeting replacement is that Tina would not be able to attend all the meetings she currently does (InterLINK, Write on Bowen, Municipal, etc)	(1,365)	(1,392)	(1,420)	(1,448)	(1,477)
Library		Reduce Sunday Openings	Sundays not available during May and June of public school year. Suggested cut of \$1,500 discussed Jan 18, removed per Library Board request *					

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January 22, 2010 - Budget meeting included an update on the Snug Cove Wastewater Treatment Expansion project and a Roads Capital & Maintenance Program. Several resolutions resulted that endorsed budget policies, assumptions and guidelines to be included in the 2010 Five Year Financial Plan. After discussion of Staff reports - support to proceed with WWTPPE Project as described and adjustment to annual contribution to Roads Capital and Renewal Reserve Fund was to be included for consideration:									
Sustainable Roads Reserve Strategy: Increase Annual Contributions to at least match expected expenditure:									
					Adds ~ 3% to Tax Required or \$44 increase 2010 and 2011				
Fiscal		Contribution to Reserve	Roads Renewal / Replacement		100,000	100,000			
Recent experience and reviews indicate that an annual expenditure of approximately \$500,000 is warranted to maintain roads to a standard such that their expected life will be realized. Roads Capital and Renewal to date is funded from a Reserve Fund established for this purpose - if this Reserve is to be sustainable as a source of funding, then we must begin to save at least as much as we plan to spend each year.									
Subsequent Meetings:									
Community Grants allocations - slightly under budget assigned - balance to be added to funding available for grants in aid program additional \$900:									
Total Allocated									
		Bowen Island Arts Council	\$ 47K		Bowen Community Housing	\$ 1.3K			
		Bowen Island Historians	\$ 25K		Bowen Island Gymnastics Assc	\$ 3.4K			
		Bowen Island Recycle Depot	\$ 5K		Bowen Island Community				
		Abbeyfield House	\$ 2K		School - PAC	\$ 3.2K			
		Tir na nOg	\$ 7K		Bowen Island Family Place Assc	\$ 10K			
Provision also included for:		Grants in Aid		\$ 13.9 K					
		Community School Coordinator		\$ 11.3K					

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Other corrections / Adjustments / New Information:									
Gen Gov		HR Assistance	Assistance - Performance Appraisal Process		10,000				
Gen Gov		Recruitment	Director of Finance - 2010 Recruitment		15,000				
Gen Gov		Recruitment	Relocation 2010		9,000				
<i>Funding</i>		<i>Transfer in from Surplus</i>	<i>To fund extraordinary expenses</i>		<i>(34,000)</i>				
Planning		Salaries & Benefits	Planning I - Annualization			15,345	15,652	15,965	16,284
Planning		Non- DAO Contract	Correct Errors entries Year 2 - 5			8,120	8,242	8,366	8,491
Capital		PW Vehicles	Incr budget for two vehicles (runabouts) for more versatility than just Water Service - orig budget \$30 / revised to 38K then additional for PW versatility add \$6K to \$44K		14,000				
<i>Funding</i>		<i>Capital & Stabilization</i>	<i>To fund portion of Vehicles for PW versatility</i>		<i>(6,000)</i>				
Fiscal		Transfer to Equipment Reserve	Increase annual contribution to Equipment Replacement reserve re: PW versatility			2,800	2,800	2,800	2,800
<i>Funding</i>		<i>Water Systems</i>	<i>Increase in Vehicle funding \$38K and annual contrib to replacement</i>		<i>(8,000)</i>	<i>(7,600)</i>	<i>(7,600)</i>	<i>(7,600)</i>	<i>(7,600)</i>
Capital		Computer Systems	Increase to Renewal Program - Backup System Replacement Municipal Hall and Relocation/Replacement Recreation Office		5,000				
<i>Funding</i>		<i>Capital Replacement & Renewal Fund</i>	<i>to Fund replacements of Tape Backups</i>		<i>(5,000)</i>				
Capital		New Computer Equip	Lap Top Required for Water Systems		3,000				
<i>Funding</i>		<i>Water Systems</i>	<i>To fund Water portion of Equipment Replacement</i>		<i>(3,000)</i>				
Fiscal		Transfer to Cap Rpl Res	Increase annual contribution for Water Computer System			600	600	600	600
<i>Funding</i>		<i>Water Systems</i>	<i>To fund Water portion of Computer Equip Repl</i>			<i>(600)</i>	<i>(600)</i>	<i>(600)</i>	<i>(600)</i>
Capital		New Computer Equip	Emergency Social Services - BIM Emergency Program		3,000				
<i>Funding</i>		<i>Transfer from Ops</i>	<i>Transfer of funding from Operations (Emergency Prg)</i>		<i>(3,000)</i>				

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For April 12, 2010									
			Revised Tax Requirement		3,309,093	3,624,759	3,804,425	4,267,040	4,455,328
			Less previous Year		(3,068,690)	(3,309,093)	(3,624,759)	(3,804,425)	(4,267,040)
			Revised increment		240,403	315,666	179,666	462,615	188,288
			Council Endorsement:		7.8%	9.5%	5.0%	12.2%	4.4%
			<i>Effective increase (incl new assessment base) 2010 @ .9% // 1.5% thereafter</i>		6.9%	8.0%	3.5%	10.7%	2.9%
						8%	3%	11%	3%
			Effective Tax increase on average assessment from \$1,472 to \$1,574		\$ 102	126	60	188	56
			Garbage Parcel Tax increase from \$173 to \$185		\$ 12	7	8	8	8
					\$ 114	\$ 133	\$ 68	\$ 196	\$ 64
			Estimated Municipal Tax on Average Assessment at \$781,000 (2009 Base)	\$ 1,472	\$ 1,574	\$ 1,700	\$ 1,760	\$ 1,948	\$ 2,004
			Garbage Parcel Tax	173	185	192	200	208	216
			Parks Parcel Tax	100	100	100	100	100	100
				\$ 1,745	\$ 1,859	\$ 1,992	\$ 2,060	\$ 2,256	\$ 2,320