



TOWN OF LADYSMITH

A MEETING OF THE MUNICIPAL SERVICES
COMMITTEE

WILL BE HELD IN COUNCIL CHAMBERS, CITY HALL
MONDAY, DECEMBER 12, 2016
6:30 P.M.
COUNCIL CHAMBERS, CITY HALL

Mandate –To advise Council on a broad spectrum of issues related to departmental matters

CALL TO ORDER

1. AGENDA APPROVAL

2. MINUTES

2.1. Minutes of the Municipal Services Committee Meeting held November 14, 2016..... 1 - 4

3. REPORTS

3.1. Financial Report – as of October 31, 2016..... 5 - 17

Staff Recommendation:

That the Committee recommend that Council:

1. Receive the financial report for the period ending October 31, 2016 for information purposes.
2. Amend the Financial Plan for the Water and Sewer Fund to allocate funds from debt payments to offset operational expenses.

4. COUNCIL SUBMISSIONS

5. CORRESPONDENCE - None

6. UNFINISHED BUSINESS - None

7. NEW BUSINESS

7.1. Diversity and Inclusion

Council may recall that at the November 21, 2016 Council Meeting, Council referred the matter of “Diversity and Inclusion” to an upcoming Municipal Services Committee meeting agenda for discussion.

ADJOURNMENT



**TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF THE
MUNICIPAL SERVICES COMMITTEE
MONDAY, NOVEMBER 14, 2016
COUNCIL CHAMBERS, CITY HALL
6:31 P.M.**

COUNCIL MEMBERS PRESENT:

Councillor Steve Arnett (Chair)
Councillor Joe Friesenhan
Councillor Duck Paterson

Mayor Aaron Stone
Councillor Carol Henderson

Councillor Cal Fradin
Councillor Rob Hutchins

STAFF PRESENT:

Guillermo Ferrero
Clayton Postings

Erin Anderson
Joanna Winter

Geoff Goodall

CALL TO ORDER

Councillor Arnett called this meeting of the Municipal Services Committee to order at 6:31 p.m.

AGENDA APPROVAL

MS 2016-046

Moved and seconded:

That the agenda for this meeting of the Municipal Services Committee be approved.

Motion carried.

MINUTES

MS 2016-047

Moved and seconded:

That the minutes of the Municipal Services Committee meeting held September 12, 2016 be approved.

Motion carried.

DELEGATIONS

**Calum Matthews, Tourism Vancouver Island
Value of Tourism**

Calum Matthews showed a short video outlining the value and benefits of tourism on Vancouver Island, and responded to questions from Council.

Council thanked Mr. Matthews for his informative presentation.

REPORTS

MS 2016-048

Grants-in-Aid Policy

Moved and seconded:

That the Committee recommend that Council:

1. Approve the amended Grants-in-Aid policy as presented;

2. Direct staff to enter into a Service Agreement with the Ladysmith and District Historical Society for the operation of the Ladysmith Archives and Ladysmith Museum; and

3. Continue to consider providing annual financial assistance to the Ladysmith Resources Centre Association under the Grants-in-Aid program.

Motion carried.

The Committee requested that the Ladysmith Resources Centre Association present a progress report annually to Council.

Parks, Recreation & Culture and Invasive Species Advisory Committees Terms of Reference

Moved and seconded:

MS 2016-049

That the Committee recommend that Council:

1. Extend a personal invitation to the Directors of Cowichan Valley Regional District Areas G and H as well as Stz'uminus First Nation Council requesting participation on the Town of Ladysmith Parks, Recreation & Culture and Invasive Species Advisory Committees;
2. Direct Staff to commence the membership recruitment process for Town of Ladysmith citizen representatives for the Parks, Recreation & Culture and Invasive Species Advisory Committees; and
3. Repeal Town of Ladysmith Parks and Recreation Commission Bylaw 1278 and Amendment Bylaws 1311 and 1528.

Motion carried.

Moved and seconded:

MS 2016-050

That the Committee recommend that Council amend section 4.iii of the Terms of Reference for the Parks, Recreation & Culture Advisory Committee to read as follows:

At the first regular meeting following July 1st each year, the members of the Committee with voting privileges will elect a Chair of the Committee from one of the eight citizen member representatives.

Motion carried.

Opposed: Councillor Paterson

Moved and seconded:

MS 2016-051

That the Committee recommend that Council amend section 4.iii of the Terms of Reference for the Invasive Species Advisory Committee to read as follows:

At the first regular meeting of the Invasive Species Advisory Committee following July 1st each year, the members of the Committee with voting privileges will elect a Chair of the Committee from one of the six citizen member representatives.

Motion carried.

MS 2016-052 *Moved and seconded:*
That the Committee recommend that Council:
1. Adopt the Terms of Reference for the Parks, Recreation & Culture Advisory Committee as amended; and
2. Adopt the Terms of Reference for the Invasive Species Advisory Committee as amended.
Motion carried.

MS 2016-053 **Coastal Animal Control Services Reports for July, August and September, 2016**
Moved and seconded:
That the Committee receive the Coastal Animal Control Services Reports for the months July to September, 2016.
Motion carried.

MS 2016-054 **Ladysmith Fire/Rescue Reports for July, August and September, 2016**
Moved and seconded:
That the Committee receive the Ladysmith Fire/Rescue Reports for the months July to September, 2016.
Motion carried.

MS 2016-055 **Building Inspector's Report for the period July to September, 2016**
Moved and seconded:
That the Committee receive the Building Inspector's Report for the period July to September, 2016.
Motion carried.

CORRESPONDENCE

**Rod Smith, Ladysmith Maritime Society
And
Kathy Holmes, Arts Council of Ladysmith and District**

MS 2016-056 **Request to Install Security Cameras at Machine Shop**
Moved and seconded:
That Council refer to staff the request from the Ladysmith Maritime Society and Ladysmith and District Arts Council to install security cameras in the vicinity of the Machine Shop and parking lot stairs to investigate feasibility and privacy concerns, and to report back to Council.

MS 2016-057 ***AMENDMENT***
Moved and seconded:
That resolution MS 2016-056 be amended to read as follows:
That Council refer to staff the request from the Ladysmith Maritime Society and Ladysmith District Arts Council to install security cameras in the vicinity of the Machine Shop and parking

lot stairs.
Amendment carried.

Motion as amended carried.

ADJOURNMENT

MS 2016-058

Moved and seconded:
That this meeting of the Municipal Services Committee adjourn
at 7:51 p.m.
Motion carried.

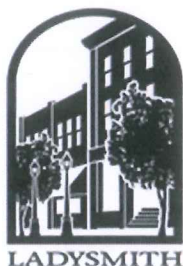
CERTIFIED CORRECT

Chair (Councillor S. Arnett)

Corporate Officer (J. Winter)

Subject to Adoption

Town of Ladysmith



STAFF REPORT TO MUNICIPAL SERVICES COMMITTEE

From: Erin Anderson, Director of Financial Services
Date: November 18, 2016
File No:

RE: Operating & Capital Budgets – as of October 31, 2016

RECOMMENDATION(S):

That the Committee:

1. Receive the financial report for the period ending October 31, 2016 for information purposes.
2. Direct Council to amend the Financial Plan for the Water and Sewer Fund to allocate funds from debt payments to offset operational expenses.

PURPOSE:

The purpose of this report is to continue to inform the Municipal Services Committee of the financials.

INTRODUCTION/BACKGROUND:

Continuing with the objective of transparency and providing good information to Council and the taxpayers, this report is completed to provide regular financial information. This is the third report for the year 2016 and will be the last interim reporting to the Committee. Staff will focus on completing the 2016 Financial Statements and prepare for the annual audit. The audited financial statements will be presented to Council in April of 2017.

Overall

The Town is forecasting to be under budget at year-end. Each of the respective funds are projected to be within budget, though both sewer and water operations will require the use of funds budgeted to debt payments to be within budget.

Capital expenditures up to October 31, 2016 were \$6.021 million which is 24% of the budget allocated to all capital projects in 2016.

OPERATING BUDGET

As shown in Table 1, the Operations Budget with Projections to December 31st show an overall projected surplus due to un-issued debt payments.

Table 1 – Operations Budget with Projections to December 31st, 2016

	Operations					
	Actuals to October 31, 2016	Amended Budget 2016	Actual Variance %	Year-End Forecast	Forecast Year-End Forecast Variance	Forecast Variance %
Taxes	\$ 7,847,000	7,848,000	100%	7,847,000	1,000	100%
Parcel Tax	\$ 1,783,000	1,778,000	100%	1,783,000	- 5,000	100%
Water, Sewer, Solid Waste	\$ 1,806,000	2,207,000	82%	2,250,000	-43,000	102%
Fees & Charges	\$ 1,212,000	1,207,000	100%	1,397,000	- 190,000	116%
Penalty & Interest on tax	\$ 116,000	120,000	97%	126,000	- 6,000	105%
Grants	\$ 643,000	621,000	104%	643,000	-22,000	104%
Investment Income	\$ 128,000	105,000	122%	151,000	-46,000	144%
Total Revenues	\$ 13,535,000	13,886,000	97%	14,197,000	- 311,000	102%
General Government Services	\$ 1,749,000	2,291,000	76%	2,240,000	51,000	98%
Protective Services	\$ 985,000	1,685,000	58%	1,673,000	12,000	99%
Transportation Services	\$ 907,000	1,277,000	71%	1,340,000	- 63,000	105%
Development Services	\$ 470,000	674,000	70%	630,000	44,000	93%
Garbage Services	\$ 334,000	493,000	68%	459,000	34,000	93%
Cemetery Operations	\$ 32,000	30,000	107%	34,000	- 4,000	113%
Parks	\$ 551,000	664,000	83%	656,000	8,000	99%
Recreation & Cultural Services	\$ 1,799,000	2,240,000	80%	2,247,000	- 7,000	100%
Sewer Services	\$ 743,000	881,000	84%	950,000	- 69,000	108%
Water Services	\$ 661,000	665,000	99%	858,000	- 193,000	129%
Debt Payments	\$ 579,000	1,479,000	39%	1,001,000	478,000	68%
Transfers	\$ 204,000	1,507,000	14%	1,508,000	- 1,000	100%
Total Expenditures & Transfers	\$ 9,014,000	13,886,000	65%	13,596,000	290,000	98%
Surplus/ (Deficit)	\$ 4,521,000	-		601,000		

Revenue - Taxes Projected to be on budget

The 2016 annual property taxes were levied in May. There were a total of 3 supplemental adjustments, resulting in a net decrease in taxation of \$699.

Revenue – Water & Sewer Parcel Taxes Projected to be \$5k above budget

There were a total of 22 new lots registered that could connect to the Town’s water service and 1 lot that could connect to sewer service. These new lots resulted in additional parcel tax revenues.

Revenue – Water, Sewer & Solid Waste Fees Projected to be \$43k above budget

The Utility billings (water, sewer and garbage) are billed up to the end of September. Water revenues continue to be higher than budgeted for each of the quarters, resulting in a



forecasted surplus of \$25k. This additional revenue is expected to partially offset the additional expenses in the Water utility (discussed later in this report). Flat-rate charges, such as sewer revenues, are expected to remain on budget. Solid waste (garbage, recycling & organics) will be greater than budget projections by the end of the year, though this additional amount will be reserved as directed.

Revenue - Other Fees & Charges	Projected to be \$190k above budget
--------------------------------	-------------------------------------

- Overall, Parks, Recreation & Culture revenues, especially the recreation programs are trending higher in 2016 than 2015 and are expected to exceed budget by year end by approximately \$20k.
- Cemetery revenue is expected to be above budget by \$10k at year-end, but it has a corresponding expense that offset increases in revenue.
- Facility Rentals revenues are less than the same time in 2015 due to the adjustment in the interest rate on the debt for the RCMP detachment. A portion of the debt is paid by the Federal Government through the RCMP lease; hence a reduction in interest rate translates to a reduction in lease payments. There is a corresponding expense reduction to offset this loss in revenue.
- Fees from Licences (Dogs and Business Licences) has exceeded budget by \$4k. Since most of these billings occur early in the year, this number is not expected to increase significantly by the end of the year.
- There is an expected \$90k refund from the RCMP due to the rebate of the 2014 Close Circuit Video Equipment installation. It is expected that these funds will be reserved for future capital upgrades at the RCMP detachment.
- General and Miscellaneous revenue includes the revenues from property tax searches and administration fees. At year end, it is anticipated that this area will be \$9k greater than budget.
- Subdivision, building inspection, and planning permits and fees continue to be significantly greater in 2016 than in 2015. The Fortis Franchise fee received is half of what was budgeted. The remaining amount will be realized in 2017. Overall, Permits & Fees are nearly \$50k over budgeted and are forecasted to be nearly \$75k greater than anticipated by year-end.

Revenue – Penalties & Interest on taxes	Projected to be \$6k above budget
-----------------------------------------	-----------------------------------

The 2016 property taxes were due July 4, 2016. At that time, just over 94% of the property owners paid their taxes on time. In accordance with the legislation, a 10% penalty was applied to all accounts with outstanding 2016 taxes.

Interest amounts accrue daily based on a rate prescribed by the Province.

Revenue – Operating Grants	Projected to be \$22k above budget
----------------------------	------------------------------------

The Small Communities grant received from the Province was nearly \$16k greater than budgeted resulting in the forecasted balance exceeding budget.

Revenue – Investment Income	Projected to be \$46k above budget
-----------------------------	------------------------------------

The Waste Water Treatment Plant construction was delayed in 2016, resulting in funds set aside to fund the construction accruing investment income.

Expenses - General Government Services	Projected to be \$51k under budget
----------------------------------------	------------------------------------

The expenses for general government services are on budget, though significantly greater than in previous years. This is due to making a budgeted principal payment of \$250,000 towards the debt on the properties at Buller and 1st Avenue. Administration charges are greater due to the overlap between a new employee and a retiring employee. Human Resource expenses are greater due to recruitment costs in 2016, though legal costs are down corporately. Some savings in staff time are expected to be realized by year-end, though additional expenses were incurred to set up new staff and create new office space.

It is expected that this area will offset the additional expenses in other areas.

Expenses - Protective Services	Projected to be \$12k under budget
--------------------------------	------------------------------------

The overall protective services area is under budget.

Policing costs are greater due to the RCMP membership at full municipal strength. The debt on the RCMP detachment will be less by the end of the year as there has been a decrease in the interest rate. The offsetting lease payment has decreased as a result. It is also expected that the RCMP per-member costs will be greater than anticipated due to the adjustment for the Close Circuit Video Equipment. The Town has requested reimbursement for the CCVE installation, though it will be billed back through the sharing of costs by all of the municipalities with populations between 5,000 and 15,000 and expensed through the per-member billing.

The Fire Department is expected to be slightly under budget. Any savings here will be rolled into the Fire Department Reserve.

Bylaw Compliance and Animal Control are expected to be under budget as funds allocated for additional bylaw compliance hours to complete a bylaw compliance strategy did not occur.

Expenses - Transportation/Public Works	Projected to be \$62k above budget
----------------------------------------	------------------------------------

Storm water infrastructure failures have resulted in more staff time, equipment use and materials used to repair the breaks.

Public Works operations is trending higher than anticipated in the budget. Much of this work is the result of the crews performing routine repairs and maintenance rather than capital projects as in prior years. Based on this trend, this area is expected to be over budget by year-end.

Expenses – Development Services

Projected to be \$44k under budget

The Development Services area is under budget. Not all projects were completed in 2016. Fewer custom streetscape banners were produced, though the funds are expected to be used in 2017. The Waterfront Area Plan project is expected to continue into 2017.

Expenses – Solid Waste

Projected to be \$34k under budget

The expenses for solid waste are expected to be under budget by year end.

Expenses – Cemetery Operations

Projected to be \$4k under budget

Cemetery expenses are trending higher than anticipated though much of these costs are offset with the corresponding revenue.

Expenses – Parks

Projected to be \$7k under budget

Parks services is currently under budget compared to 2015. This is partially due to the Parks crews working on capital projects, specifically the downtown garbage cans.

Expenses – Recreation & Culture Services

Projected to \$7k over budget

Overall, this department is roughly on budget, though some areas, such as Facility Maintenance, are seeing greater expenses in 2016 versus 2015, for the period ending July. Extending the pool shut-down by 4 days will see additional cost savings, though minimal revenues will also be lost during this time.

Staff on extended absences has put pressure on the wages budget. It is expected that this area will be slightly over budget by year-end. Additional revenues are also expected which will offset any increases in expenses.

Expenses – Sewer Services

Projected to be \$69k over budget

The sewer operations has almost met budget, though there are still two months of costs to incur. Cost for sewer treatment have exceeded budget due to after-hours call outs to the plant and additional work solving problems with the plant commissioning, as well as costs on the lift station maintenance and composting. It is expected that the sewer operational costs will be over budget by \$69k. Unused funds allocated to sewer debt payments can be utilized to cover the additional costs.

Expenses – Water Services

Projected to be \$193k over budget

At the end of October, water operations exceed the budget. Water operations are expected to be significantly over budget. Pressure Reducing Valve (PRV) infrastructure failures required additional staff time to complete repairs. The access road to the water system required immediate repairs as well as vegetation control surrounding the dam. The water meter at Stocking Lake required urgent repairs which also added to the overall water expenses. Additional expenses in advertising, legal costs for negotiating water servicing

agreements and other contract services, such as leak detection consultants, have increased the operational expenses.

Included in the water services budget was funding to pay for the interest payments on the new Water Filtration plant which has yet to be constructed. These budgeted water funds will be used to offset the increased operational costs.

<i>Expenses – Debt Payments</i>	Projected to be \$478 under budget
---------------------------------	-------------------------------------------

As mentioned previously, full year debt payments for the Waste Water Treatment Plant and the Water Filtration Plant were budgeted. Not all of the funds will be utilized in 2016, resulting in a substantial surplus. This amount includes an accrual for long term debt payments.

Capital Projects

Below is a summary of all of the capital projects to the end of July:

Not Started	On Track	Delayed	Requires add'l funds	Complete

General:

Account Name	Year to Date including committed	Budget Amount	Variance	% Variance	Status as of July	Status as of Oct
Asset Management	-	110,000	110,000	100%		
Mobile Version of Website	-	10,250	10,250	100%		
Waterfront Area Plan	149,354	180,000	30,646	17%		
DCC Review	38	30,000	29,962	100%		
Recreation Software Upgrade	14,365	25,000	10,635	43%		
Vadim Upgrades	10,211	10,000	-211	-2%		
Email Server	7,678	10,000	2,322	23%		
Pumper Truck	-	635,000	635,000	100%		
Vehicle Replacements	125,802	195,000	69,198	35%		
Equipment Replacements	4,749	14,500	9,751	67%		
Fire Hall Upgrade - Roof	206,099	225,000	18,901	8%		
Firefighter Truck	-	20,000	20,000	100%		
Fire Department - Turnout Gear	9,337	10,000	663	7%		
4th Ave Improvements (Hambrook north)	163,040	1,215,897	1,052,857	87%		
Buller St Property Demolition	79,746	98,500	18,754	19%		
Fueling System Replacement	119,198	150,000	30,802	21%		
2nd Ave/High St Crosswalk	-	45,000	45,000	100%		
Traffic Safety Audit	-	15,000	15,000	100%		
1st Ave/Roundabout Sidewalk	41,561	30,000	-11,561	-39%		
Downtown Garbage Bins	26,252	15,000	-11,252	-75%		

Account Name	Year to Date including committed	Budget Amount	Variance	% Variance	Status as of July	Status as of Oct
Aggie Bleachers Storage/Field Security	26,535	34,000	7,465	22%		
Dog Park – Davis Road	14,594	15,000	407	3%		
Dog Park Area - Transfer Beach	-	10,000	10,000	100%		
Directional Signage	-	37,000	37,000	100%		
Dev Services Front Office Reno	-	10,000	10,000	100%		
Open for Business	-	20,000	20,000	100%		
Development Services Photocopier	7,909	7,500	-409	-5%		
520 Jim Cram Drive	28,973	-	-28,973			
SFN Cooperation Protocol	7,111	9,000	1,889	21%		
Machine Shop Assessment	9,140	18,500	9,360	51%		
PRC Master Plan	36,438	40,000	3,562	9%		
Energy & Facility Assessment	20,000	20,000	0	0%		
Upper Transfer Beach Improvements	2,343	25,000	22,657	91%		
Liquid Chlorination System Conversion	67,393	68,750	1,357	2%		
TB Rotary Playground	16,576	22,000	5,424	25%		
FJCC Emergency Roof Repair	18,774	18,774	0	0%		
Aggie Parking & Signage	-	61,226	61,226	100%		
FJCC Surveillance System Upgrade	-	10,000	10,000	100%		
Machine Shop Improvements	11,589	51,000	39,411	77%		
Spin Bikes	-	18,000	18,000	100%		
Parks Bench/Pavers Program	6,895	0	-6,895	0%	ongoing	ongoing

Sewer:

Not Started	On Track	Delayed	Requires add'l funds	Complete

Account Name	Year to Date including commitments	Budget Amount	Variance	% Variance	Status as of July	Status as of Oct
Chemainus Rd Lift Stn Access Improvement	-	90,000	90,000	100		
Composting Facility Upgrade @ PW	87,145	870,224	783,079	90		
Main Upgrades (I&I)	20,197	150,000	129,803	87		
MBBR - DAF Process Phase 3	4,610,994	5,270,684	659,690	13		
Sanitary Pump station Ops Review	-	25,000	25,000	100		
SCADA Upgrade	-	25,000	25,000	100		
Sewer Source Control Program	-	43,000	43,000	100		
Vehicle Replacements	23,065	27,500	592	2		

The Waste Water Treatment Plant is in the commissioning stage of the project. The completion of the project was later than expected, which has resulted in additional monthly consultant fees. It is expected that additional funds will be required. These funds could come from additional projects that have not started. A full report will be provided to Council at a future date detailing any expected additional costs.

Water:

Not Started	On Track	Delayed	Requires add'l funds	Complete

Account Name	Year to Date including commitments	Budget Amount	Variance	% Variance	Status as of July	Status as of Oct
Arbutus Reservoir Access Ladder	-	20,000	20,000	100		
Fibre optics Connection	421	8,000	7,579	95		
Filtration Pilot Study	6,605	6,605	0	0		
Golf Course Greens Irrigation System	9,402	10,000	598	6		
Holland Dam Inundation Study	-	25,000	25,000	100		
Holland Dam Storage Feasibility	-	40,000	40,000	100		
Holland - Stocking Supply Main Design	-	300,000	300,000	100		
Sentinel Upgrades	4,569	10,000	5,431	54		
Vehicle/Equipment Replacements	1,665	7,500	5,835	78		
Water Computer Hardware	5,601	7,940	2,339	30		
Water Filtration Plant	-	14,000,000	14,000,000	100		
Water Main Valve Equipment	30,560	30,560	0	0		
Watershed Management	-	20,000	20,000	100		
Watershed Modeling	-	8,000	8,000	100		

The above capital projects are funded from a variety of sources, including taxation, utility fees, own funds, restricted funds and borrowing. Below is a summary of the budgeted funds per funding source for capital projects:

Summary of Capital Funding:

		Actuals	Budget
General Capital:	Taxation	240,788	1,016,250
	Prior Year	159,902	1,019,147
	Grant	24,890	127,500
	Borrowing	-	635,000
	DCC	-	168,000
	Gas Tax	119,919	555,500
	Donations	15,430	18,500
	Surplus	13,300	-
	Real Property	434,973	-

		Actuals	Budget
Water Capital:	Utility Fee	18,844	47,500
	Prior Year	43,187	446,105
	Grant	-	10,000,000
	Borrowing	-	4,000,000
Sewer Capital:	Utility Fee	53,780	159,904
	Prior Year	851,169	1,751,280
	Grant	771,950	1,570,224
	Borrowing	2,780,675	3,000,000
	Gas Tax	-	20,000

ALTERNATIVES:

Not applicable.

FINANCIAL IMPLICATIONS:

Keeping Council informed of the financial state of the organization.

LEGAL IMPLICATIONS:

This is a snapshot of the Town's finances for a point in time. Payments and deposits continue to be received which will change the financial figures. These statements are not audited.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public is encouraged to review the report and provide comments.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

There is coordination among the various departments to ensure all information is coded properly and received in a timely manner by the Finance Department.

RESOURCE IMPLICATIONS:

The majority of this work is done by the Finance Department.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

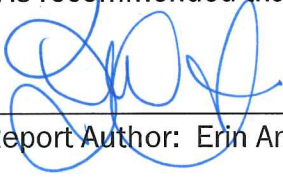
Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This is within the Town strategy of "Wise Financial Management".

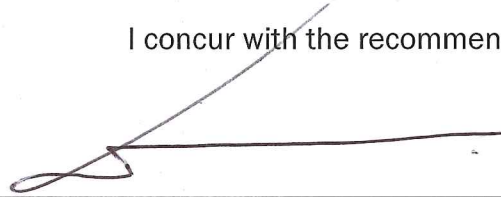
SUMMARY:

It is recommended that the Committee receive this report.



Report Author: Erin Anderson, Director of Financial Services

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

Consolidated Statement of Operations – October 31, 2016

Consolidated Statement of Financial Position – October 31, 2016

Listing of Vendor Payments over \$25,000 Jan 1 – October 31, 2016

**TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT October 31, 2016**

	Actuals 2016	Budget 2016	% of Budget
Revenue			
Taxes:			
Municipal purposes taxation	6,533,576	\$ 6,535,602	100%
Policing taxation	1,149,835	1,150,102	100%
Parcel taxes	1,783,272	1,778,053	100%
Grants in Lieu	163,974	162,379	101%
Fees and charges:			
General	1,686,386	1,817,999	93%
Sewer	637,134	847,625	75%
Water	695,934	821,615	85%
Investment Income	128,959	105,000	123%
Penalty and interest on tax	115,892	120,000	97%
Grants	1,439,526	12,318,540	12%
Donations and contributed property	15,430	18,500	83%
Gain (loss) on foreign exchange	-	-	0%
Gain (loss) on disposal of tangible capital assets	406,000	-	0%
Development fees	-	168,000	0%
Local area improvements	-	-	0%
Gas tax funds utilized	119,919	575,500	21%
	<u>14,875,836</u>	<u>26,418,915</u>	56%
Expenses: (excluding amortization)			
General government services	1,759,068	2,330,775	75%
Protective services	1,062,165	1,806,864	59%
Transportation services	914,162	1,307,009	70%
Garbage services	360,354	508,020	71%
Cemetery services	32,351	30,072	108%
Development services	506,822	883,358	57%
Recreation and cultural services	1,845,379	2,337,875	79%
Parks operation services	557,967	675,330	83%
Sewer	927,528	1,231,201	75%
Water	706,396	1,027,662	69%
Operating Expenses	<u>8,672,192</u>	<u>12,138,166</u>	71%
General Capital Projects	462,283	3,056,897	15%
Water Capital Projects	43,171	14,368,500	0%
Sewer Capital Projects	4,348,410	6,450,908	67%
Proceeds from New debt (capital financing)	-	(7,635,000)	36%
Principal Payments	399,171	793,650	50%
Internal Funding	-	(2,754,206)	29%
	<u>4,528,443</u>	<u>-</u>	
BALANCE			

**TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT October 31, 2016**

2016

Financial Assets	
Cash and short term deposits	20,327,460.36
Accounts receivable:	
Property Taxes	987,174.94
User Fees	564,171.70
Other	945,884.76
	<u>22,824,691.76</u>
 Liabilities	
Accounts payable and accrued liabilities	926,142.85
Taxes payable to other agencies	164,096.34
Post-employment benefits	268,000.00
Deferred revenue	237,162.45
Refundable deposits and other	460,639.09
Restricted reserves - other	424,263.24
Development cost charge reserve	1,968,941.42
Federal gas tax reserve	1,140,773.02
Obligations under capital lease	393,885.41
Equipment Financing	35,648
Short term debt (financing)	670,000.00
Debenture debt	12,886,186.75
	<u>19,575,739.05</u>
 Net Financial Assets	 <u>3,248,952.71</u>
 Non-Financial Assets	
Tangible Capital Assets	89,175,442.87
Capital Projects in Current Year	4,853,863.71
Prepays	17,918.15
Inventory	87,833.23
	<u>94,135,057.96</u>
 Accumulated Surplus	 <u>97,384,010.67</u>

Vendor Payments over \$25,000
January 1, 2016 - October 31, 2016

Supplier Name	Total
AFD PETROLEUM LTD	53,514
ANDREW SHERET LTD	29,134
BANK OF CANADA (CSB)	52,785
BC ASSESSMENT AUTHORITY	78,804
BC HYDRO & POWER AUTHORITY	325,380
BC LIFE & CASUALTY COMPANY	88,844
BIG ISLAND BUILDING SERVICES LTD	25,430
BLACK PRESS GROUP LTD	30,122
CLEARTECH INDUSTRIES INC	39,897
COAST AUTOMATION	160,595
COASTAL ANIMAL CONTROL SERVICES OF BC LTD.	30,625
CORIX WATER PRODUCTS LP	35,773
COWICHAN VALLEY REGIONAL DISTRICT	1,368,903
COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT	770,973
CUPE LOCAL 401	58,641
DB PERKS & ASSOCIATES LTD.	30,974
DISTRICT OF NORTH COWICHAN	61,687
FINNING (CANADA)	147,078
GDH SOLUTIONS	45,958
GE WATER & PROCESS TECHNOLOGIES CANADA	36,400
GOODMAN PLUMBING LTD	28,904
GRAPHIC OFFICE INTERIORS LTD	25,833
HACH SALES & SERVICE CANADA LTD	26,080
HEROLD ENGINEERING LTD	41,369
HUB CITY PAVING LTD	31,477
ICBC	39,156
LADYSMITH & DISTRICT HISTORICAL SOCIETY	25,500
LADYSMITH CHAMBER OF COMMERCE	45,035
LADYSMITH RESOURCES CENTRE ASSOCIATION	112,949
LIDSTONE & COMPANY	26,441
MEDICAL SERVICES PLAN	67,011
METRO MOTORS LTD	64,165
MID-ISLAND FENCE PRODUCTS LTD	28,725
MINISTRY OF SMALL BUSINESS AND REVENUE	280,727
MUNICIPAL FINANCE AUTHORITY	10,403,049
MUNICIPAL INSURANCE ASSOCIATION OF BC	98,117
MUNICIPAL PENSION FUND	646,379
NANAIMO TOYOTA	31,280
OPUS INTERNATIONAL CONSULTANTS (CANADA) LTD	378,945
PACIFIC BLUE CROSS	155,509
PROGRESSIVE WASTE SOLUTIONS CANADA INC	354,740
RECEIVER GENERAL	1,189,149
RECEIVER GENERAL FOR CANADA	829,266
SIMARK CONTROLS LTD	63,318
SOFTCHOICE CORP.	45,524
STONE PACIFIC CONTRACTING LTD	71,046
THINK COMMUNICATIONS INC.	27,206
TRITECH GROUP LTD	3,769,261
US BANK	169,375
VANCOUVER ISLAND REGIONAL LIBRARY	264,927
VANCOUVER ISLAND TREE SERVICE LTD	29,470
WOODGROVE CHRYSLER	37,005
WORKSAFE BC	66,629
WORLD WATER WORKS INC	262,048