

# District of Lantzville

Incorporated June 2003

Agenda for the Committee of the Whole Meeting of the District of Lantzville to be held on Monday, October 16 & 17, 2017, at 6:00 pm in the Council Chamber, Municipal Hall, 2<sup>nd</sup> Floor – 7192 Lantzville Road, Lantzville, BC

Meetings Recorded by the  
District of Lantzville may be  
Viewed at [www.lantzville.ca](http://www.lantzville.ca)

Page No.

- 1      **1. ADOPTION OF THE AGENDA**  
          **THAT the Committee of the Whole adopts the October 16 & 17, 2017 meeting agenda, as presented.**
  
2.      **PUBLIC INPUT PERIOD** *(Persons recognized by the Chair to speak must first state their name and address for the record, may speak once for up to 2 minutes (unless the Committee resolves otherwise), and are limited to providing comment regarding items listed on the agenda for this meeting (excluding public hearing topics)).*
  
- 2-3     **3. APPROVAL OF MINUTES**  
          **THAT the Committee of the Whole approves the September 18, 2017 Committee of the Whole meeting minutes, as presented.**
  
4.      **NEW BUSINESS**
  - a)     **2018 – 2022 Five Year Financial Plan**
    - 4-7     i)     **PowerPoint Presentation and Review of the Five Year Financial Plan**
      - 8        ●     Financial Plan Binder Introduction and Corporate Mission, Values and Strategic Priorities
      - 9        ●     2018–2022 Financial Plan Summary (Tab 1 of 2018-2022 Financial Plan Binder)
      - 10-28 ●     Comparative Information (Tab 2)
      - 29-37 ●     2018–2022 Non-Core Operating Budget (Tab 3)
      - 38-40 ●     2018–2022 General Operating Fund (Tab 4)
      - 41-43 ●     2018–2022 Sewer Operating Fund (Tab 5)
      - 44-83 ●     2018–2022 Water Operating Fund (Tab 6)
      - 84      ●     2018–2022 Capital Budget (Tab 7)
      - 85-87 ●     2018–2022 Reserve Level Details (Tab 8)
  
    - ii)    **2018–2022 Financial Plan Deviation Explanations - For Information**
  
5.      **MOTION TO RECESS TO RECONVENE OCTOBER 17, 2017**  
          **THAT the Committee recesses the meeting to reconvene on Tuesday, October 17, 2017 at 6:00 pm in the Council Chamber, Municipal Hall, 2<sup>nd</sup> Floor – 7192 Lantzville Road, Lantzville, BC.**
  
6.      **INTRODUCTION OF LATE ITEMS**
  
7.      **PUBLIC CLARIFICATION/INPUT PERIOD** *(Persons recognized by the Chair to speak must first state their name and address for the record, may speak once for up to 2 minutes (unless the Committee resolves otherwise), are limited to asking clarification questions or providing comment regarding business discussed by the Committee at this meeting (excluding public hearing topics)).*
  
8.      **ADJOURNMENT**  
          **THAT the Committee of the Whole adjourns the meeting.**

**Minutes of the Committee of the Whole (COTW) Meeting of the District of Lantzville held on Monday, September 18, 2017 at 6:00 pm at the District of Lantzville Office, 2<sup>nd</sup> Floor, 7192 Lantzville Road, Lantzville, BC**

**PRESENT:**      **Council:** Mayor Colin Haime  
Councillor Bob Colclough  
Councillor John Coulson  
Councillor Will Geselbracht  
Councillor Denise Haime (arr. 6:02pm)  
Councillor Dot Neary  
Councillor Mark Swain

**Staff:** Ronald Campbell, Chief Administrative Officer  
Trudy Coates, Director of Corporate Administration  
Fred Spears, Director of Public Works  
Frank Limshue, Community Planner  
Jana Zelenski, Lanarc 2015 Consultants Ltd.  
Rob Hoffman, Koers and Associates Engineering Ltd.

Mayor Haime called the meeting to order at 6:00 pm.

**ADOPTION OF THE AGENDA**

MOVED and SECONDED, THAT the Committee of the Whole adopts the September 18, 2017 meeting agenda, as presented.

**CARRIED UNANIMOUSLY**

Councillor Haime joined the meeting at 6:02 pm.

**PUBLIC INPUT PERIOD – Nil**

**APPROVAL OF MINUTES**

MOVED and SECONDED, THAT the Committee of the Whole approves the June 5, 2017 Committee of the Whole meeting minutes, as presented.

**CARRIED UNANIMOUSLY**

**UNFINISHED BUSINESS**

**1. Water Master Plan (July 24, 2017 Draft)**

Jana Zelenski, Lanarc 2015 Consultants Ltd., gave a PowerPoint presentation giving an overview of the Draft Water Master Plan, and noting that the majority of the meeting would be focused on the Question & Answer Period. The presentation included slides on:

- Process Update, Presentation Outline, and Anticipated Remaining Steps
- Purpose of a Water Master Plan
- Water Master Plan Components
- New Information (since July 24, 2017 meeting)
- Questions to Date – Jana Zelenski, Lanarc 2015 Consultants Ltd. and Rob Hoffman, Koers and Associates Engineering Ltd. noted 18 questions previously submitted and responded to the questions. Council requested distribution of a copy of the questions and answers document.
- New questions and comments posed by Council included:
  - Can a comparative of new water rates be added?
  - Councillor Coulson shared his opinion that the WMP is flawed as it is predicated on a staff interpretation that the Upper and Lower Lantzville are pressure zones and not geographical areas, and questioned whether there should be a Council motion on the interpretation. Staff confirmed the opinion of Nanaimo and Lantzville staff is that there are Upper and Lower Lantzville pressure zones.

Councillor Geselbracht left the meeting at 7:44 pm.

- Page 48, section 6 pressure zones, in the right-hand column, calculation of the number of unserviced residences in the Upper pressure zone, reference to “60 additional connections needed to service all of the unserviced existing properties in the upper pressure zone”; options on page 56; if we take the City of Nanaimo water and option B1; request confirmation if there is a shortage or not. J. Zelenski confirmed they will review the references and provide a response.

Councillor Geselbracht returned to the meeting at 7:48 pm.

- Question regarding next steps to take this high-level Master Plan providing options to consider, to the decision stage and an action plan, etc.; staff confirmed work continues to refine the document, ongoing issues, e.g. reservoir placement, capacity of the wellfield, and a follow-up presentation. J. Zelenski also noted it is a strategic document with a series of recommendations to consider of a long-term, and each decision point would come forward on a case-by-cases basis when needed.
  - Suggestion to update the draft to more action-oriented wording, more detailed/definitive statements, e.g. replace “consider” with “do”.
  - Concern with capacity, immediate and short-term items, in terms of staffing, financial capacity in terms of borrowing ability, resident’s ability to handle taxation or increased cost, e.g. user fees, infrastructure requirements, repair of reservoir, significant budgetary impact, noting unlikely to get grants for fire protection purpose only.
  - Will this plan form part of the OCP so that it is more of an action plan moving forward and people who want water can get water?
  - Recommend updating the maps to identify the Snaw-Naw-As First Nation lands on the map with a colour background instead of the unlabeled white gap.
  - Question regarding target growth rates and community position on growth rate. Comment that the purpose of the WMP and OCP is not to limit the amount of growth or to identify when things happen, it is to identify the plan for when servicing is required. E.g., the sewer service plan had eight phases, did not have dates attached, and currently we are at Phase III. Focus should be on the end result.
- Anticipated Remaining Steps

The PowerPoint slides and preliminary Q&A document will be added to the District’s website.

**INTRODUCTION OF LATE ITEMS – Nil**

**PUBLIC CLARIFICATION/INPUT PERIOD – Nil**

**ADJOURNMENT**

**MOVED and SECONDED, THAT the Committee of the Whole adjourns the meeting.  
CARRIED UNANIMOUSLY**

**MEETING ADJOURNED: 8:10 pm**

**Certified Correct:**

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Trudy Coates, Director of Corporate Administration

Confirmed this    day of            , 2017.

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Colin Haime, Mayor

Mayor, Councillors and Lantzville Community Members,

It is a pleasure to introduce the District of Lantzville's 2018-2022 Financial Plan. This budget process includes some changes. The CAO established new budget guidelines, which were circulated to Council for comment. These new guidelines directed the 2018-2022 Financial Plan. Staff have been working diligently over the past few months to create a budget for the next five-year period, which conforms with the new budget guidelines while also producing an estimated tax increase of no more than 3%. Some levels in service have been temporarily reduced in order to accommodate this.

The Financial Plan is scheduled to be presented to Council on October 16, 2017, with feedback and direction from Council scheduled on the October 17, 2017 meeting. An amended budget will be presented to Council on October 30, 2017, with the final presentation to the public occurring on November 6, 2017. As in prior years, input is encouraged from the public at any time during this process. The 2018-2022 Financial Plan Bylaw and Tax Rates Bylaw must be adopted by Council before May 15, 2018. The 2018-2022 Financial Plan is currently scheduled for adoption on December 11, 2017 and the Tax Rates Bylaw will wait for the Revised Roll to be released on March 31, 2018 before being brought forward to Council for consideration.

The earlier timing of the budget will allow for works to promptly begin in January. The earlier timing results in additional estimates in the budget and some information will not be received until later in the process, such as the Tax Roll. As such, some information that was previously distributed to Council with the budget is not available at this time.

Staff wish to highlight the following key points:

- Current service level starting point for 2017: 3.00%
- Current non-core projects for 2017: 2.59%
- Total increase proposed per year:
  - 2017: 5.59%
  - 2018: 5.87%
  - 2019: 2.90%
  - 2020: 3.58%
  - 2021: 2.87%
- Sewer User Fee: 10.80%
- Water User Fee: (1.29%)  
Water Parcel Tax: 0.00%
- Garbage/Recycling User Fee: 2.00% (set by the Regional District of Nanaimo – estimated as unknown at this time)

On behalf of the District of Lantzville, we would like to thank Council and the Community Members for the opportunity to present the draft 2018-2022 Financial Plan.

Respectfully,

Jeannie Beauchamp, CPA, CGA, MBA  
Director of Financial Services  
District of Lantzville



# DISTRICT OF LANTZVILLE MISSION AND VALUES

## **Mission Statement:**

Provide efficient, effective and environmentally and economically sustainable services and good governance for the public while managing growth of the community and respecting Lantzville's diverse character and charm.

## **Council Values:**

Act in a professional manner at all times, having respect for:

- the public,
- staff,
- Council members,
- the roles of Council , staff and the public,
- the decision making process, and

carry out adequate research and thoughtfully consider the issues before us, while serving and representing all of our community.

# DISTRICT OF LANTZVILLE 2016 – 2018 STRATEGIC PRIORITIES CHART

## CORPORATE PRIORITIES (Council/CAO)

### NOW

1. **WATER AGREEMENT:** Revision – *January-May/2016*
2. **COMMUNICATION, ENGAGEMENT AND TRANSPARENCY:** Develop a Policy – *January/2016*
3. **ECONOMIC DEVELOPMENT STRATEGY:** Terms of Reference (ToR)/Budgeting – *May/2016*
4. **OFFICIAL COMMUNITY PLAN:** ToR/Budgeting – *January-May/2016*
5. **FIRST NATIONS RELATIONSHIP BUILDING:** Liaison Meeting – *February/2016*
6. **VILLAGE CORE PLAN:** Current Plan Review – *January/2016*

### NEXT

1. **SERVICE CAPACITY REVIEW:** Staff Report
2. **BRANDING:** Community Identity
3. **POLICY REVIEW:** Target List
4. **WATER MASTER PLAN:** Terms of Reference/Budgeting – *January-March/2016*

### ADVOCACY / PARTNERSHIPS

- Sewer: Phase 3 Funding (Fed./Prov. Gov't) – *January-March/2016*  
 Water Agreement (City of Nanaimo)

## OPERATIONAL STRATEGIES (CAO/Staff)

### CHIEF ADMINISTRATIVE OFFICER

1. **WATER AGREEMENT: REVISION**
  2. **ECON. DEV. STRATEGY: REPORT**
  3. **FIRST NATIONS COMMUNICATION: MEETING**
- SERVICE CAPACITY REVIEW: ToR
  - BRANDING

### DIRECTOR OF CORPORATE ADMINISTRATION

1. **POLICY REVIEW**
  2. **UPDATE RECORDS MANAGEMENT SYSTEM**
  3. **COUNCIL MEETING RECORDING OPTIONS**
- BYLAW REVIEW & UPDATES

### DIRECTOR OF PUBLIC WORKS

1. **WATER MASTER PLAN – 2016-17**
  2. **WELLFIELD REHABILITATION PROGRAM – 2016-18**
  3. **WELL #6 REPLACEMENT – January-May/2016**
- SEWER PHASE 3 FUNDING APP – *April/2016*
  - WATER LICENCE(S) – *December/2016*

### COMMUNITY PLANNER

1. **OFFICIAL COMMUNITY PLAN: ToR**
  2. **VILLAGE PLAN: CURRENT PLAN REVIEW**
  3. **DP REVIEW:**
- DCC REVIEW

### DIRECTOR OF FINANCIAL SERVICES

1. **ASSET MANAGEMENT: SOFTWARE – May/2016**
2. **FINANCE SYSTEMS REVIEW – Dec/2017**
3. **CONTAMINATED SITE INVESTIGATION – Dec/2016**

### FIRE CHIEF

1. **TBD ON ARRIVAL**

<b>1</b>	2018-2022 Financial Plan Summary
<b>2</b>	Comparative Information
<b>3</b>	Non-Core Operating Budget
<b>4</b>	General Operating Budget
<b>5</b>	Sewer Operating Budget
<b>6</b>	Water Operating Budget
<b>7</b>	Capital Budget
<b>8</b>	Reserve Level Details
<b>9</b>	Property Tax Distribution
<b>10</b>	Agendas (as distributed)

Schedule "A"

	2018	2019	2020	2021	2022
<b>Revenues</b>					
Property Taxes	1,942,516	2,049,234	2,106,976	2,179,291	2,240,136
Parcel Taxes	538,361	657,371	657,371	657,371	657,371
User Fees and Charges	716,145	734,826	753,816	773,526	793,816
Government Grants	3,630,788	2,443,000	1,289,000	723,000	443,000
Other Sources	1,096,074	424,704	427,904	1,001,204	943,104
	7,923,884	6,309,135	5,235,067	5,334,392	5,077,427
<b>Expenses</b>					
General Operating	2,546,996	2,260,068	2,286,230	2,335,195	2,501,190
Sanitary Sewer Operating	231,467	238,680	247,150	256,030	265,500
Water Operating	448,332	450,790	457,060	463,540	469,710
Library Operating	189,534	193,300	197,200	201,100	205,100
Interest on Debt	27,500	64,094	64,094	64,094	64,094
Amortization	731,000	731,000	731,000	731,000	731,000
	4,174,829	3,937,932	3,982,734	4,050,959	4,236,594
<b>Annual Surplus/(Deficit)</b>	3,749,055	2,371,203	1,252,333	1,283,433	840,833
<b>Add back: Unfunded Amortization</b>	731,000	731,000	731,000	731,000	731,000
	4,480,055	3,102,203	1,983,333	2,014,433	1,571,833
<b>Capital Expenditures</b>					
General Capital	1,676,298	715,500	714,220	1,420,000	1,120,000
Sanitary Sewer Capital	3,000,000	3,000,000	780,000	-	-
Water Capital	2,499,919	87,500	-	434,454	-
	7,176,217	3,803,000	1,494,220	1,854,454	1,120,000
Capital Works Reserve Fund	(595,498)	(74,680)	325,480	74,600	333,600
Machinery and Equipment Reserve Fund	4,400	(4,600)	(80,600)	(32,600)	(16,600)
Fire Vehicle Replacement Reserve Fund	(298,000)	104,000	61,100	108,200	(189,600)
Parks Reserve Fund	(142,000)	(80,000)	-	-	-
Winter Road Maintenance Operating Reserve Fund	5,100	5,200	5,300	5,400	(15,500)
Property Tax Stabilization Operating Reserve Fund	-	21,250	21,700	22,100	22,500
Sewer Facilities Reserve Fund	40,800	41,600	42,400	43,200	44,100
Waterworks Replacement Reserve Fund	(487,049)	148,800	236,300	(198,154)	236,300
Transfers to/(from) Reserve Funds	(1,472,247)	161,570	611,680	22,746	414,800
Transfers to/(from) Accumulated Surplus	(386,532)	(107,400)	(107,600)	(107,800)	(208,000)
Proceeds from Borrowing	(1,000,000)	(1,000,000)	(260,000)	-	-
Internal Borrowing Repayment	162,617	162,617	162,617	162,617	162,617
Principal Payment on Debt	-	82,416	82,416	82,416	82,416
	(2,696,162)	(700,797)	489,113	159,979	451,833
<b>Financial Plan Balance</b>	-	-	-	-	-

**DISTRICT OF LANTZVILLE**  
**Comparative Information**

The following comparative data has been provided to Council for general information purposes only. A sample of local municipalities has been chosen, focusing on those of relatively similar size as well as those in the Nanaimo Regional District. The information comes from the 2017 LGDE reporting to the Ministry of Community, Sport & Cultural Development and can be found on their website at [http://www.cscd.gov.bc.ca/lgd/infra/statistics\\_index.htm](http://www.cscd.gov.bc.ca/lgd/infra/statistics_index.htm).

When considering the information below please note the following:

- Levels of service, costs, and financial health may vary between municipalities.
- Ways of charging may vary between municipalities (parcel taxes, property taxes, user fees etc.).
- Average municipal taxes are based on the average house price, which varies between municipalities. The average municipal taxes on a \$535,694 home has been calculated for reference purposes.

<b>Municipalities</b>	<b>2016 Population Estimate</b>	<b>House Value</b>	<b>General Municipal Total</b>	<b>Total Res Parcel Taxes</b>	<b>Total Res. User Fees</b>	<b>Residential Municipal Tax Rate</b>	<b>General Municipal Taxes on a \$535,694 home</b>
Ucluelet	1,634	286,404	1,382	145	540	4.8270	2,586
Tofino	2,190	721,077	2,319	-	823	3.2162	1,723
Highlands	2,394	665,866	1,853	-	-	2.7832	1,491
Port McNeill	2,500	184,766	1,051	-	549	5.6862	3,046
Lake Cowichan	3,169	270,853	1,235	240	746	4.5594	2,442
Lantzville	3,408	535,694	1,028	14	128	1.9183	1,028
Cumberland	3,562	300,408	1,330	224	728	4.4271	2,372
Port Hardy	3,731	158,928	973	-	989	6.1210	3,279
Duncan	4,768	273,984	1,248	20	638	4.5553	2,440
Metchosin	4,792	588,290	1,259	-	-	2.1400	1,146
Ladysmith	8,342	335,739	1,653	608	772	4.9249	2,638
Qualicum Beach	8,687	506,335	1,772	209	363	3.5000	1,875
Parksville	12,883	372,327	1,608	14	632	4.3188	2,314
Nanaimo	93,351	400,630	2,037	14	704	5.0846	2,724

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	DISTRICT OF LANTZVILLE																	TAB 3
2	2018-2022 NON-CORE & CARRY FORWARD SPECIAL REQUEST ITEMS																	
3	2018 FUNDING SOURCE																	
4	Project	GL	2018	2019	2020	2021	2022	General Revenue	Property Taxes	Parcel Tax	Grant / Other	User Fee	Surplus	% Tax Increase	Comments			
5	General Government																	
6	Economic Development Strategy & Branding	01-5-10-552	70,000								25,455		44,545	0.00%	Carry Forward from 2017.			
7	DCC Review	01-5-10-552	7,000										7,000	0.00%	Completion of DCC review. Carry Forward from 2017			
8	Increase to Legal Budget	01-5-10-592	17,000						17,000					1.02%				
9	Costin & Heritage Hall Plan	01-5-10-552	10,000										10,000	0.00%	Creation of Mtce Plan per Feb 6, 2017 COW			
10	Service Capacity Review	01-5-10-552	25,000										25,000	0.00%	Carry Forward from 2017.			
11	Council Chamber Conference Phone	01-5-10-555	1,280						1,280					0.08%	To facilitate change in Procedure Bylaw - electronic participation			
12	12-month Deputy Director of Finance		111,720										111,720	0.00%	1-year contract extension to correct historical issues identified through the Finance System Review			
13	OCP	01-5-10-552	10,000										10,000	0.00%	2017 Carry Forward			
14	Fire Association Fireworks Funding	01-5-10-574	4,500	4,500	4,500	4,500	4,500	4,500						0.27%	Fireworks ongoing request (Adj Grant-In-Aid Policy)			
15	Grant-in-Aid	01-5-10-574	2,500						2,500					0.15%	Removed as part of budget reductions. Council may wish to consider adding back.			
16	Increase to Admin Casual Hours	01-5-10-686	9,828	10,025	10,225	10,430	10,638	9,828						0.59%	Additional 364 Administration Casual Hours on an ongoing basis			
17	Director of Corporate Admin Vacation Coverage	01-5-10-686	7,875	8,033	8,193	8,357	8,524	7,875						0.47%	Additional 175 hours of relief coverage to the Director of Corporate Administration position on an ongoing basis			
18	eHOG Software	01-5-10-531	6,000										6,000	0.00%	To provide electronic HOG service to residents			
19	General Government Total		282,703	22,557	22,918	23,287	23,662	-	42,983	-	25,455	-	214,265	2.59%				
20	Planning																	
21	Zoning Bylaw Review	01-5-10-552	22,000										22,000	0.00%	To ensure consistency with OCP. Work to occur after OCP complete.			
22	Development Application Review	01-5-58-550	2,000										2,000	0.00%	Design Work			
23	Planning Total		24,000	-	-	-	-	-	-	-	-	-	24,000	0.00%				
24	Parks & Recreation																	
25	WoodLot trails	01-5-40-908	4,000										4,000	0.00%	2017 Carry Forward			
26	Interpretive Signage	01-5-40-908	3,500							2,333			1,167	0.00%	2017 Carry Forward			
27	Fenmar Road to Andrea Cres via Copley Park Trail	01-5-40-611	5,500										5,500	0.00%				
28	Parks & Recreation Total		13,000	-	-	-	-	-	-	-	2,333	-	10,667	0.00%				
29	Transportation																	
30	Mobile Radio Installation (w/water/sewer)	01-5-55-557	540										540	0.00%	Budget split between General, Sewer, and Water			
31	Roads Master Plan	01-5-55-552					100,000							0.00%	Creation of Roads Master Plan post Sewer Ph3			
32	Transportation Total		540	-	-	-	100,000	-	-	-	-	-	540	0.00%				
33	Sewer																	
34	Mobile Radio Installation (w/ Trans/Wtr)	50-5-50-646	1,080										1,080		Budget split between General, Sewer, and Water			
35	Sewer Total		1,080	-	-	-	-	-	-	-	-	-	1,080	0.00%				
36	Water																	
37	Mobile Radio Installation (w/ Trans/Srw)	70-5-70-646	3,780										3,780	0.00%	Budget split between General, Sewer, and Water			
38	Water Total		3,780	-	-	-	-	-	-	-	-	-	3,780	0.00%				
39	General Fund Total		320,243	22,557	22,918	23,287	123,662	-	42,983	-	27,788	-	249,472	2.59%				
40	Sewer Fund Total		1,080	-	-	-	-	-	-	-	-	-	1,080	0.00%				
41	Water Fund Total		3,780	-	-	-	-	-	-	-	-	-	3,780	0.00%				
42			325,103	22,557	22,918	23,287	123,662	-	42,983	-	27,788	-	254,332	2.59%	Overall Property Tax Increase = 3.00% + 2.59% = 5.59%			
43	*Green Denotes a Carry-Forward Budget Item																	



**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Economic Development Strategic Plan and Community Branding  
 Requested By            Ronald Campbell, Chief Administrative Officer  
 Department              Administration  
 Budget Type              Operating  
 Priority                     Currently in progress

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Total Capital Budget					
Total Operating Budget	70,000				
Funding Sources					
Surplus - General	70,000				
	<u>70,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Details (attach additional pages if required)

As outlined in the 2016-2018 Strategic Priorities Chart. Carry-forward from 2017 -\$12,500 to be completed in 2017.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            DCC Review  
 Requested By            Frank Limshue, Community Planner  
 Department              Planning  
 Budget Type              Operating - Regular  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget					
Total Operating Budget	7,000				
Funding Sources					
Surplus - General	7,000				
	7,000	-	-	-	-

Details (attach additional pages if required)  
 Carry-forward into 2017 to finalize project.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested                      Legal fees  
 Requested By                        Ronald Campbell, Chief Administrative Officer  
 Department                           Administration  
 Budget Type                          Operating  
 Priority                                 Council to Determine

	2018	2019	2020	2021	2022
Total Capital Budget					
Total Operating Budget	17,000				
Funding Sources					
Property Taxes	17,000				
	17,000	-	-	-	-

Details (attach additional pages if required)

In 2017 Council approved a legal budget of \$33,000. Due to several significant legal issues expenditures to date are approximately \$56,000. Dependent on the outlook for 2018 it may be prudent for Council to increase the legal budget to \$50,000.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Costin & Heritage Hall Plan  
 Requested By  
 Department              Parks, Recreation & Culture  
 Budget Type              Operating - Regular  
 Priority                      2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget	10,000				
Total Operating Budget					
Funding Sources					
Surplus - General	10,000				
	10,000	-	-	-	-

Details (attach additional pages if required)

At the February 6, 2017 Committee of the Whole, Council requested \$10,000 be incorporated into the 2018 budget to create a long term plan for Costin Hall & Heritage Hall.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Service Capacity Review  
 Requested By            Ronald Campbell, Chief Administrative Officer  
 Department               Administration  
 Budget Type              Operating  
 Priority                      Currently in progress

	2018	2019	2020	2021	2022
Total Capital Budget					
Total Operating Budget	25,000				
Funding Sources					
Surplus - General	25,000				
	25,000	-	-	-	-

Details (attach additional pages if required)

As outlined the 2016-2018 Strategic Priorities Chart. To carry-forward \$25,000 of original \$40,000 budget into 2017.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested                      Council Chamber Conference Phone  
 Requested By                        Trudy Coates, Director of Corporate Administration  
 Department                           Administration  
 Budget Type                         Operating - Regular  
 Priority                                 1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget					
Total Operating Budget	1,280		-	-	-
Funding Sources					
Property Taxes	1,280	-	-	-	-
	1,280	-	-	-	-

Details (attach additional pages if required)  
 The current Council Procedure Bylaw provides for participation electronically (by phone or other means) to deal with an urgent matter or during an emergency. There are statutory requirements for the sound of the caller to be audible to Council and the audience, before a member of Council may participate in a meeting electronically. The funds requested would provide for the purchase of a conference phone, programming and installation.



DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested Deputy Director of Financial Services 1 Year Contract  
 Requested By Jeannie Beauchamp, Director of Financial Services  
 Department Finance  
 Budget Type Operating - Labour  
 Priority 1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget	111,720				
Total Operating Budget					
Funding Sources					
Surplus - General	111,720				
	111,720	-	-	-	-

Details (attach additional pages if required)

At the date of this report, there are currently 129 outstanding tasks identified through the Finance System Review requiring completion by the Director of Financial Services, in addition to ongoing regular legislated requirements. 46 of the outstanding tasks have been ranked as critical. Tasks will vary from one to a few hundred hours each to complete. The Director of Financial Services has approximately 250 hours of time available per year that is not allocated to ongoing legislated requirement. The required resources to address the outstanding issues far extends beyond the current staffing capacity.

The Deputy Director of Financial Services will be focused on the most critical of outstanding tasks, predominately resulting from past errors and unusual accounting practices. It is a temporary position, with the recommendation that the contract be extended to December 31, 2018. As such, it is recommended to use General Surplus to fund this one year extension.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            OCP Review  
 Requested By            Frank Limshue, Community Planner  
 Department              Planning  
 Budget Type              Operating - Regular  
 Priority                    1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget	10,000				
Total Operating Budget					
Funding Sources					
Surplus - General	10,000				
	10,000	-	-	-	-

Details (attach additional pages if required)

Completion of the Official Community Plan that was started in 2016. This budget represents the carry-forward from 2017 for final works expected to be completed early 2018.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Increase Wages - Casual  
 Requested By            Trudy Coates, Director of Corporate Administration  
 Department               Administration  
 Budget Type               Operating - Regular  
 Priority                      2 - Important

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Total Capital Budget					
Total Operating Budget	9,828	10,025	10,225	10,430	10,638
Funding Sources					
Property Taxes	9,828	10,025	10,225	10,430	10,638
	<u>9,828</u>	<u>10,025</u>	<u>10,225</u>	<u>10,430</u>	<u>10,638</u>

**Details (attach additional pages if required)**

The support staff positions are primarily dedicated for financial services functions. In addition to vacation coverage, the District has historically budgeted for some additional casual hours to provide assistance to Administration and Management staff. Over the past few years the casual hours have been used to cover absences. Currently there is very limited capacity within one of the front staff positions to provide assistance to Administration and Management, due to the current workload. Staff recommend increasing the Wages - Casual budget to provide an additional 364 hours per year, by increasing the \$14,650 budget to \$24,478 (an increase of (\$9,828). This would be a continuing expense.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Increase Relief Corporate Administration Coverage  
 Requested By            Trudy Coates, Director of Corporate Administration  
 Department              Administration  
 Budget Type              Operating - Labour  
 Priority                      1 - Essential

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Total Capital Budget					
Total Operating Budget	7,875	8,033	8,193	8,357	8,524
Funding Sources					
Property Taxes	7,875	8,033	8,193	8,357	8,524
	<u>7,875</u>	<u>8,033</u>	<u>8,193</u>	<u>8,357</u>	<u>8,524</u>

Details (attach additional pages if required)

The District of Lantzville has historically retained, on an ad hoc basis, contract coverage for some of the exempt Director of Corporate Administration position absences and for 1-2 weeks to assist with the annual records management update. This is not bargaining unit work. In past this was funded partially through the Consulting and Salaries Accounts. The need for the coverage has increased. With increased requirements for coverage, it is essential to have funding available for coverage (210 hrs) and records management project work (70 hrs) annually. 35 hours for records management project work is currently included in the budget and 35 hours of vacation is not expected to be required to be covered. This is a continuing expense.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            eHOG Service  
 Requested By            Jeannie Beauchamp, Director of Financial Services  
 Department              Finance  
 Budget Type              Operating - Regular  
 Priority                      2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget					
Total Operating Budget	6,000				
Funding Sources					
Surplus - General	6,000				
	6,000	-	-	-	-

Details (attach additional pages if required)

Electronic Home Owner Grants, commonly referred to as eHOG, is the ability for citizens to quickly and efficiently claim their annual Home Owner Grant online through the District's website. This service is widely offered by municipalities throughout the province. The benefit to residents is that they will quickly be able to claim their grant online, saving them time from coming into the Municipal Hall, or saving them time and money from mailing in a HOG form. They will also be able to claim the HOG remotely, should they be away from the District during tax time. The benefit to the District is the time saved from processing HOGs and a reduction in the potential for errors in entering the data. Further, there is the possibility that the Province will bring back the proposed changes to the HOG application, where they recommended the use of eHOGs. The District processes approximately 1,250 HOGs each year.



DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Zoning Bylaw Review  
 Requested By            Frank Limshue, Community Planner  
 Department              Planning  
 Budget Type              Operating - Regular  
 Priority                    1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget					
Total Operating Budget	22,000				
Funding Sources					
Surplus - General	22,000				
	22,000	-	-	-	-

Details (attach additional pages if required)

We are anticipating to complete the OCP review by Fall of 2017. Once the OCP Review has been completed, the next step will be to review and update the Zoning Bylaw to ensure consistency with the OCP. It is anticipated that the work will begin starting in late Fall of 2017 and carrying over into Spring of 2018 and that the majority of the work will be completed with in-house resources. The funds will be used open houses and graphic materials as deemed necessary.



DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Development Application Review  
 Requested By            Frank Limshue, Community Planner  
 Department              Planning  
 Budget Type              Operating - Regular  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget					
Total Operating Budget	2,000				
Funding Sources					
Surplus - General	2,000				
	2,000	-	-	-	-

Details (attach additional pages if required)

The planning department would like to review/update the existing development application forms and create process flowcharts. The budget request relates to assistance with graphics and layout.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Copley Ridge Trail Construction (WoodLot) (PRC Priority)  
 Requested By            Fred Spears, Director of Public Works  
 Department              Parks, Recreation & Culture  
 Budget Type              Operating - Regular  
 Priority                      2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget					
Total Operating Budget	4,000				
Funding Sources					
Surplus - General	4,000				
	4,000	-	-	-	-

Details (attach additional pages if required)

Parks & Recreation Commission Priority Project: Improve trails widely used by the community. Continue 2015/2016/2017 project to maintain and enhance the Copley Ridge Trail (aka WoodLot) as permitted in the Recreation Sites & Trails BC Partnership Agreement executed with the Province in 2015. Not funding this work would be inconsistent with the Agreement with the Province, the Grant from the Province, and District recreation plans.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Parks and Trails Interpretive Signage (PRC Priority)  
 Requested By            Fred Spears, Director of Public Works  
 Department              Parks, Recreation & Culture  
 Budget Type              Operating - Regular  
 Priority                      2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget					
Total Operating Budget	3,500				
Funding Sources					
Surplus - General	1,167				
Grant	2,333				
	3,500	-	-	-	-

Details (attach additional pages if required)

Parks & Recreation Commission Priority Project: Improve trails widely used by the community by installing directional, trailhead and interpretive signage. Continue 2015/2016/2017 project to improve the Copley Ridge Trail (aka WoodLot) user experience by providing interpretive signage. Initiative identified in Parks, Trails and Recreation Plan and grant application to Province. Not funding this work would be inconsistent with the Grant from the Province.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Copley Park Trail (Fernmar Rd. to Andrea Cres.)  
 Requested By            Fred Spears, Director of Public Works  
 Department              Parks, Recreation & Culture  
 Budget Type              Operating - Regular  
 Priority                     3 - Desirable

	2018	2019	2020	2021	2022
Total Capital Budget					
Total Operating Budget	5,500				
Funding Sources					
Surplus - General	5,500				
	5,500	-	-	-	-

Details (attach additional pages if required)

Over the past few years Public Works has been installing trails, as time permits, throughout the District as per the Parks and Recreation Commissions plans.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Mobile Radio Installation  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Operating - Regular  
 Priority                    1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget					
Total Operating Budget	5,400				
Funding Sources					
Surplus - General	540				
Surplus - Sewer	1,080				
Surplus - Water	3,780				
	5,400	-	-	-	-

Details (attach additional pages if required)

Currently the Public Works Department does not have a radio system in place. Discussions between staff and the Emergency Coordinator identified that in an emergency Public Works would not likely have the ability to communicate effectively with an Emergency Operations Center. The benefits of a radio system being installed in to the Public Works equipment would give staff the ability to contact each other, the Emergency Coordination Center, and the Fire Department in the event of an emergency. Staff have identified that during an emergency, the water and sewer departments would benefit the most, those two infrastructure departments are considered the most critical in an emergency hence the majority of the cost being assigned to them. Traffic services is next most critical therefore is at a lower percentage than the previous two.


**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Roads Master Plan  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Operating - Regular  
 Priority                     3 - Desirable


	2018	2019	2020	2021	2022
Total Capital Budget					
Total Operating Budget					100,000
Funding Sources					
Surplus - General					100,000
	-	-	-	-	100,000

Details (attach additional pages if required)  
 To create a Roads Master Plan for the District. Timing recommended post Sewer Ph 3.





	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2																	
3																	
	 <b>District of Lantzville</b> <b>2018 - 2022 FINANCIAL PLAN</b>																
4																	
5	<b>General Fund</b>																
6	<b>REVENUE</b>																
7	<b>TAXES</b>																
8			PROPERTY TAX LEVY (Note 1)	(1,551,184)	(1,567,249)	(1,653,990)	(1,653,990)	(1,646,276)	(1,702,149)	(42,983)	(1,745,132)	(1,847,934)	(1,901,626)	(1,969,891)	(2,026,686)		
9			LIBRARY LEVY	(170,108)	(171,109)	(178,117)	(178,117)	(178,101)	(189,534)	-	(189,534)	(193,300)	(197,200)	(201,100)	(205,100)		
10			UTILITY 1%/PILT (Telus, Shaw, Terasen, Hydro)	(76,830)	(70,194)	(67,688)	(67,688)	(72,204)	(68,704)	-	(68,704)	(69,104)	(69,504)	(69,904)	(70,304)		
11			PARCEL TAXES (Note 2)	(178,809)	(26,806)	(25,405)	(25,405)	(17,568)	(16,592)	-	(16,592)	(16,592)	(16,592)	(16,592)	(16,592)		
12			USER FEES (Note 3)	-	(177,859)	(182,147)	(182,147)	(181,175)	(187,300)	-	(187,300)	(191,000)	(194,800)	(198,700)	(202,700)		
13			<b>TOTAL TAXES</b>	<b>(1,976,932)</b>	<b>(2,013,217)</b>	<b>(2,107,347)</b>	<b>(2,107,347)</b>	<b>(2,095,324)</b>	<b>(2,164,279)</b>	<b>(42,983)</b>	<b>(2,207,262)</b>	<b>(2,317,930)</b>	<b>(2,379,722)</b>	<b>(2,456,187)</b>	<b>(2,521,382)</b>		
14																	
15	<b>GENERAL</b>																
16			GOVERNMENT GRANTS (Note 4)	(467,368)	(439,801)	(446,548)	(447,548)	(453,000)	(443,000)	(27,788)	(470,788)	(443,000)	(443,000)	(443,000)	(443,000)	(443,000)	
17			PENALTIES AND INTEREST FEES	(24,083)	(29,225)	(18,536)	(26,500)	(25,500)	(26,000)	-	(26,000)	(26,500)	(27,000)	(27,500)	(28,000)		
18			RETURN ON INVESTMENTS (Note 5)	(28,046)	(39,864)	(68,311)	(50,000)	(56,100)	(56,100)	-	(56,100)	(57,200)	(58,300)	(59,500)	(60,700)		
19			<b>TOTAL GENERAL</b>	<b>(519,498)</b>	<b>(508,890)</b>	<b>(533,395)</b>	<b>(524,048)</b>	<b>(534,600)</b>	<b>(525,100)</b>	<b>(27,788)</b>	<b>(552,888)</b>	<b>(526,700)</b>	<b>(528,300)</b>	<b>(530,000)</b>	<b>(531,700)</b>		
20																	
21	<b>NOTES</b>																
22																	
23	Note 1	GENERAL PROPERTY TAX LEVY															
24			Overall % Tax Increase							3.00%	2.59%	5.59%	5.87%	2.90%	3.58%	2.87%	
25	Note 2	PARCEL TAXES															
26			Knarston Creek Local Area Service	18,544	18,544	17,568	17,568	17,568	16,592		16,592	16,592	16,592	16,592	16,592	16,592	
27			Garbage (became User Fee in 2016)	160,265													
28			Other Costs, incl. Parcel Payout	-	8,262	7,837	7,837	-	-		-	-	-	-	-		
29			<b>Total Parcel Taxes</b>	<b>178,809</b>	<b>26,806</b>	<b>25,405</b>	<b>25,405</b>	<b>17,568</b>	<b>16,592</b>	<b>-</b>	<b>16,592</b>	<b>16,592</b>	<b>16,592</b>	<b>16,592</b>	<b>16,592</b>	<b>16,592</b>	
30																	
31	Note 3	USER FEE - Garbage & Recycling.. Rates set by RDN each year															
32	Note 4	GOVERNMENT GRANTS - OPERATING - BC Small Communities Grant \$442k (per Ministry of Community, Sport and Cultural Development), Climate Action Grant \$1k; non-core \$2.33kK Interpretive Signage, \$25.5k Economic Development															
33	Note 5	RETURN ON INVESTMENTS - Is net of allocations to reserves and deferred revenue balances.															


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2																	
3					District of Lantzville												
					2018 - 2022 FINANCIAL PLAN												
4						2015 Actuals	2016 Actuals	2017 Actual To-Date (Oct 6)	2017 Actual Projected	2017 Financial Plan	2018 Financial Plan	2018 Non Core Budget	2018 Total Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan
34					<i>General Fund</i>												
35					MISCELLANEOUS REVENUE (Note 1)	(169,195)	(41,962)	(57,165)	(80,439)	(79,230)	(86,100)	-	(86,100)	(28,100)	(28,100)	(28,100)	(36,600)
36					REVENUE FROM OWN SOURCES (Note 2)	(43,503)	(44,632)	(49,458)	(45,714)	(41,400)	(46,300)	-	(46,300)	(46,300)	(46,300)	(46,300)	(46,300)
37					INTERNAL TRANSFERS (Note 3)	(759,517)	(737,623)	(179,086)	(1,195,578)	(1,195,578)	(767,400)	(249,472)	(1,016,872)	(743,600)	(744,800)	(746,000)	(868,300)
38																	
39																	
40					<b>TOTAL REVENUE - GENERAL FUND</b>	<b>(3,468,644)</b>	<b>(3,346,323)</b>	<b>(2,926,451)</b>	<b>(3,953,126)</b>	<b>(3,946,132)</b>	<b>(3,589,179)</b>	<b>(320,243)</b>	<b>(3,909,422)</b>	<b>(3,662,630)</b>	<b>(3,727,222)</b>	<b>(3,806,587)</b>	<b>(4,004,282)</b>
41																	
42					NOTES												
43																	
44					Note 1 MISCELLANEOUS REVENUE - Includes fees re: school tax collection, lease revenue, grants-in-aid from RDN, tax certificates, Fortis operating agreement and revenue for works for others.												
45					Note 2 REVENUE FROM OWN SOURCES - Includes Nanoose First Nation Fire Suppression Agreement, garbage tag sales, and land use application fees.												
46					Note 3 INTERNAL TRANSFERS - Includes recovery from other funds, amortization offset and amounts carried forward from surplus.												

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	 District of Lantzville 2018 - 2022 FINANCIAL PLAN																	
2																		
3																		
4						2015 Actuals	2016 Actuals	2017 Actual To-Date (Oct 6)	2017 Actual Projected	2017 Financial Plan	2018 Financial Plan	2018 Non Core Budget	2018 Total Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan	
47	<b>GENERAL GOVERNMENT</b>																	
48	<b>MAYOR AND COUNCIL (Note 1)</b>																	
49						ELECTION EXPENSES	20,847	968	-	-	-	21,000	-	21,000	-	-	-	22,000
50						CONVENTION/MEETING COUNCIL (Note 1a)	4,944	10,827	11,916	11,070	11,070	18,070	-	18,070	9,100	9,300	9,500	17,200
51						COUNCIL DISCRETIONARY (Note 1b)	9,000	-	-	-	-	-	-	-	-	-	-	-
52						COUNCIL REMUNERATION (Note 1c)	58,873	70,146	51,822	69,800	69,800	66,000	-	66,000	51,400	51,400	51,400	51,400
53							93,664	81,941	63,738	80,870	80,870	105,070	-	105,070	60,500	60,700	60,900	90,600
54	<b>ADMINISTRATION - WAGES AND BENEFITS</b>																	
55						WAGES AND BENEFITS (Note 2)	572,953	590,477	461,990	639,891	696,384	590,280	129,423	719,703	620,058	632,400	645,000	657,800
56						PROFESSIONAL DEVELOPMENT (Note 3)	7,357	12,984	13,420	14,000	14,000	24,400	-	24,400	31,200	39,100	39,900	40,700
57							580,311	603,461	475,409	653,891	710,384	614,680	129,423	744,103	651,258	671,500	684,900	698,500
58	<b>PROFESSIONAL FEES</b>																	
59						AUDIT (Note 4)	16,115	12,375	4,200	12,360	12,360	11,730	-	11,730	12,070	12,430	12,795	13,130
60						CONSULTANTS (Note 5)	19,538	72,535	68,100	240,500	240,500	10,000	144,000	154,000	15,000	5,000	5,100	5,200
61						LEGAL	44,979	46,958	55,832	65,000	33,000	33,000	17,000	50,000	51,000	52,000	53,000	54,100
62							80,631	131,867	128,132	317,860	285,860	54,730	161,000	215,730	78,070	69,430	70,895	72,430
63																		
64	<b>NOTES</b>																	
65																		
66	Note 1	MAYOR AND COUNCIL - Includes:																
67		(a) Council members' attendance at UBCM; 2018-\$7K Councillor Training Post Election																
68		(b) Council discretionary previously included contribution to the Port Theatre, reclassified in 2016 to general government expenses.																
69		(c) Mayor and Council basic remuneration per Bylaw 65, incl. 2018 onwards reflects reduction in Council size.																
70	Note 2	WAGES AND BENEFITS - Includes District staff. 2017/2018 non-core includes temporary Deputy Director of Financial Services																
71	Note 3	PROFESSIONAL DEVELOPMENT - Conferences, workshops and training for District staff including travel. Budget Guidelines calculation being phased in over 3 years. General Corporate Training re-allocated to this section of the budget.																
72	Note 4	AUDIT - Per contract with District Auditors. Reduction in 2018 from switch to Grant Thornton 2017-2020. Allocated to General Fund (70%), Water Fund (15%) and Sewer (15%).																
73	Note 5	CONSULTANTS - \$5k base(reduced starting 2018); 2018-\$5K Governance, \$22K Zoning Bylaw Completion; \$10K Costin Hall non-core; \$18,750 Branding; \$43,125 ED Strategy; \$7k DCC, \$13.3K Service Capacity; 2019-\$10K Strategic Plan																




	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2																	
3																	
			District of Lantzville 2018 - 2022 FINANCIAL PLAN														
4						2015 Actuals	2016 Actuals	2017 Actual To-Date (Oct 6)	2017 Actual Projected	2017 Financial Plan	2018 Financial Plan	2018 Non Core Budget	2018 Total Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan
74	<i>General Fund</i>																
75	INSURANCE - GENERAL (Note 1)					30,296	25,049	21,942	21,942	30,500	31,600	-	31,600	32,200	32,800	33,400	34,100
76	GRANTS IN AID (Note 2)					755	750	6,500	6,500	2,000	-	7,000	7,000	7,000	7,000	7,000	7,000
77	FACILITIES - OPERATIONS & MAINTENANCE (Note 3)					14,570	16,808	37,142	42,380	45,080	24,200	-	24,200	34,580	26,000	26,500	27,000
78	EQUIPMENT - OPERATIONS AND MAINTENANCE (Note 4)					32,175	41,551	29,936	31,251	23,951	28,700	1,280	29,980	29,300	29,900	30,500	31,100
79	UTILITIES (Hydro and Telephone)					13,210	14,572	13,450	16,800	16,000	16,400	-	16,400	16,700	17,000	17,300	17,600
80	OTHER (Note 5)					81,157	78,351	82,619	87,090	122,986	121,708	6,000	127,708	123,200	124,700	126,200	127,700
81	AMORTIZATION					43,366	46,870	-	45,000	45,000	45,000	-	45,000	45,000	45,000	45,000	45,000
82	TOTAL EXPENSES GENERAL GOVERNMENT					970,136	1,041,220	858,868	1,303,584	1,362,631	1,042,088	304,703	1,346,791	1,077,808	1,084,030	1,102,595	1,151,030
83																	
84	NOTES																
85																	
86	Note 1 INSURANCE - GENERAL - MIA (Liability) and AON (Property) - allocated to 3 operating funds consistent with prior years and \$5,500 to insurance claims.																
87	Note 2 GRANTS IN AID - Reduced to \$0 in 2018 as part of budget reduction. Included in 2018 Non-Core with Fire Association Fireworks for Council consideration.																
88	Note 3 FACILITIES - OPERATIONS & MAINTENANCE - Janitorial and Maintenance Agreements - Annual Safety Fee and Elevator Maintenance. Also includes responsibility to the District for major R&M																
89	to Costin Hall and Heritage Church.																
90	Note 4 EQUIPMENT - OPERATIONS AND MAINTENANCE - Computer replacement, office equipment and repair. Software licensing moved to Other in 2017 budget																
91	Note 5 OTHER - Includes advertising, bank charges, office supplies, postage, memberships and publications, estimated carbon neutral transfers, RDN mapping contract, software licensing and contingency																
92	(\$40K contingency starting in 2016 funded by surplus).																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	 District of Lantzville 2018 - 2022 FINANCIAL PLAN																
2																	
3																	
4						2015 Actuals	2016 Actuals	2017 Actual To-Date (Oct 6)	2017 Actual Projected	2017 Financial Plan	2018 Financial Plan	2018 Non Core Budget	2018 Total Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan
93	<b>General Fund</b>																
94	<b>PROTECTIVE SERVICES</b>																
95	<b>RDN (CONTRACTED SERVICES)</b>																
96						20,132	20,864	21,447	21,447	21,449	23,549	-	23,549	24,000	24,400	24,900	25,400
97						24,806	25,635	30,414	30,414	28,670	33,092	-	33,092	33,800	34,500	35,200	35,900
98						23,591	27,650	27,752	30,369	30,369	30,334	-	30,334	30,900	31,500	32,100	32,700
99						68,529	74,149	79,613	82,230	80,488	86,975	-	86,975	88,700	90,400	92,200	94,000
100	<b>LANTZVILLE VOLUNTEER FIRE DEPARTMENT</b>																
101						86,862	144,935	57,617	161,123	154,564	157,020	-	157,020	162,800	166,000	169,300	172,600
102						28,034	33,361	10,097	20,000	32,000	26,920	-	26,920	32,000	32,000	32,000	32,000
103						114,896	178,296	67,714	181,123	186,564	183,940	-	183,940	194,800	198,000	201,300	204,600
104						26,487	18,527	1,392	20,360	21,360	26,350	-	26,350	21,510	19,750	27,750	22,410
105						10,246	9,544	5,820	7,749	8,000	8,550	-	8,550	8,800	8,900	9,000	9,100
106						58,971	58,478	35,050	55,830	55,830	47,000	-	47,000	54,500	55,200	55,900	56,600
107						9,165	17,482	6,134	15,600	15,600	8,700	-	8,700	15,800	15,900	16,000	16,100
108						12,348	14,695	13,401	15,600	16,600	15,900	-	15,900	16,600	16,900	17,200	17,600
109						28,286	19,761	17,541	24,376	23,600	24,100	-	24,100	25,000	25,900	26,900	27,900
110						83,726	91,371	-	80,000	80,000	80,000	-	80,000	80,000	80,000	80,000	80,000
111						344,125	408,154	147,052	400,638	407,554	394,540	-	394,540	417,010	420,550	434,050	434,310
112						25,080	-	-	-	-	-	-	-	-	-	-	-
113																	
114						437,733	482,303	226,664	482,868	488,042	481,515	-	481,515	505,710	510,950	526,250	528,310
115																	
116	<b>NOTES</b>																
117																	
118	Note 1	BYLAW ENFORCEMENT - RDN contracted services for bylaw enforcement include noise control, animal control, hazardous and unsightly premises. Amount per preliminary estimated RDN budget.															
119	Note 2	FIREFIGHTER REMUNERATION - Incl. Fire Chief, fire inspections, officer honorariums, practices and call-outs based on estimate.															
120	Note 3	EDUCATIONAL TRAINING - reflects estimated training costs for full complement of members.															
121	Note 4	FIRST RESPONDER - includes call-outs, supplies and training.															
122	Note 5	ADMINISTRATION - Memberships/dues/subscriptions, office equipment/computers and office supplies.															
123	Note 6	EQUIPMENT - OPERATIONS & MAINTENANCE - Includes turn-out gear, clothing/cleaning, radios/pagers, f/f supplies, and equipment repl. and maintenance															
124		Also includes licencing fees for radios and rental of communication tower for Fire Department emergency channels.															
125	Note 7	FIRE HALL - all years include a budget for building maintenance.															
126	Note 8	WATERMAIN/HYDRANT MAINTENANCE - inter-fund transfer to the Water Fund of the District for the use of fire hydrants. 2016 moved to Water Fund and adjusted to actual cost.															

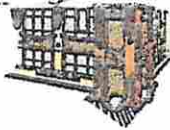
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	 District of Lantzville 2018 - 2022 FINANCIAL PLAN																
2																	
3																	
4						2015 Actuals	2016 Actuals	2017 Actual To-Date (Oct 6)	2017 Actual Projected	2017 Financial Plan	2018 Financial Plan	2018 Non Core Budget	2018 Total Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan
127	General Fund																
128	TRANSPORTATION SERVICES																
129	ADMINISTRATION																
130						83,502	82,127	60,104	98,262	98,262	80,960	-	80,960	82,600	84,000	85,500	87,000
131						3,091	5,611	5,542	8,000	8,500	6,500	-	6,500	7,100	7,200	7,300	7,400
132						86,594	87,738	65,646	106,262	106,762	87,460	-	87,460	89,700	91,200	92,800	94,400
133						9,928	11,040	8,802	11,467	11,430	11,650	-	11,650	11,850	11,950	12,050	12,150
134						7,570	8,140	5,678	8,780	9,650	8,900	540	9,440	10,000	10,200	10,400	10,600
135						4,883	2,043	2,911	4,689	4,600	4,200	-	4,200	4,700	4,900	5,200	5,500
136						3,125	2,954	1,525	3,000	3,000	3,000	-	3,000	3,000	3,000	3,000	3,000
137						4,585	3,016	387	2,500	5,000	5,000	-	5,000	5,000	5,000	5,000	105,000
138						68,142	145,820	163,768	209,730	209,550	104,100	-	104,100	111,800	113,000	114,200	115,500
139						68,275	71,475	55,316	74,300	74,300	75,900	-	75,900	78,200	80,500	82,900	85,400
140						18,659	30,700	18,889	26,340	32,600	32,700	-	32,700	33,600	34,300	35,000	35,700
141						9,467	14,722	29,873	50,000	50,000	50,000	-	50,000	-	-	-	-
142						362,371	359,249	-	355,000	355,000	355,000	-	355,000	355,000	355,000	355,000	355,000
143						643,597	736,897	352,796	852,068	861,892	737,910	540	738,450	702,850	709,050	715,550	822,250
144																	
145	NOTES																
146																	
147	Note 1	WAGES AND BENEFITS - Public Works staff, professional development and related costs of this District function.															
148	Note 2	FACILITIES - OPERATIONS AND MAINTENANCE - Includes lease of Public Works office and related maintenance.															
149	Note 3	ROADS - Includes snow removal of \$50,000, road marking, pavement repair/maint, railway crossing lease payments, and road shoulder maintenance.															
150	Note 4	STORM DRAINAGE - Includes ditching, brush cutting and culvert maintenance.															
151	Note 5	WORKS FOR OTHERS - Works conducted by the District and funded by others.															



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2																	
3																	
			District of Lantzville 2018 - 2022 FINANCIAL PLAN														
4						2015 Actuals	2016 Actuals	2017 Actual To-Date (Oct 6)	2017 Actual Projected	2017 Financial Plan	2018 Financial Plan	2018 Non Core Budget	2018 Total Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan
152	<b>General Fund</b>																
153	<b>ENVIRONMENTAL DEVELOPMENT</b>																
154	<b>PLANNING (Note 1)</b>																
155			WAGES (Note 1a)			62,060	68,168	68,938	95,999	66,719	111,720	-	111,720	113,900	116,100	118,300	120,500
156			PROFESSIONAL DEVELOPMENT			-	614	665	3,350	5,000	3,800	-	3,800	3,900	4,000	4,100	4,200
157			PLANNING - MEMBERSHIPS/LIBRARY			-	1,691	508	1,650	1,550	900	-	900	900	900	900	900
158						62,060	70,473	70,111	100,999	73,269	116,420	-	116,420	118,700	121,000	123,300	125,600
159			<b>OTHER</b>														
160			LAND USE PLANNING (DP, DVP) (Note 1b)			1,205	242	1,912	3,000	5,000	3,100	2,000	5,100	3,100	3,200	3,300	3,400
161			SUBDIVISION			-	-	1,200	1,200	-	-	-	-	-	-	-	-
162			<b>TOTAL EXPENSES ENVIRONMENTAL DEVELOPMENT</b>			63,265	70,715	73,223	105,199	78,269	119,520	2,000	121,520	121,800	124,200	126,600	129,000
163																	
164	<b>ENVIRONMENTAL HEALTH (Note 2)</b>																
165			COLLECTION AND RECYCLING			162,668	180,553	124,570	188,075	183,675	191,700	-	191,700	195,400	199,200	203,100	207,100
166																	
167	<b>NOTES</b>																
168																	
169	Note 1	PLANNING															
170		(a) PLANNER - WAGES - 2018 includes 1.0FTE, approved in 2017.															
171		(b) LAND USE PLANNING - Includes Land Titles Fees, 2018-\$2K Development Application Review															
172	Note 2	ENVIRONMENTAL HEALTH - Includes expected payments to the RDN for contracted solid waste services (see related user fee in revenues) and garbage tags.															

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2					District of Lantzville												
3					2018 - 2022 FINANCIAL PLAN												
4																	
						2015	2016	2017 Actual	2017 Actual	2017	2018	2018 Non	2018 Total	2019	2020	2021	2022
						Actuals	Actuals	To-Date (Oct	Projected	Financial	Financial	Core Budget	Financial	Financial	Financial	Financial	Financial
								6)		Plan	Plan		Plan	Plan	Plan	Plan	Plan
173					General Fund												
174					PARKS AND RECREATION												
175					WAGES AND BENEFITS (Note 1)	70,198	81,872	65,279	87,500	87,500	95,420	-	95,420	97,200	99,000	100,800	102,700
176					FACILITIES - OPERATIONS AND MAINTENANCE	5,800	5,920	4,545	6,040	6,040	6,200	-	6,200	6,300	6,400	6,500	6,600
177					PARKS - OPERATIONS AND MAINTENANCE (Note 2)	7,401	8,371	7,256	9,370	9,370	9,400	5,500	14,900	9,500	9,600	9,700	9,800
178					EQUIPMENT - OPERATIONS AND MAINTENANCE	2,281	1,781	1,267	3,200	3,200	3,300	-	3,300	3,300	3,300	3,300	3,300
179					VEHICLES	3,362	3,097	2,744	3,922	3,900	3,500	-	3,500	4,000	4,300	4,600	4,900
180					OTHER (Note 3)	192,988	193,823	148,542	204,056	211,119	205,734	7,500	213,234	209,500	213,400	217,300	221,300
181					AMORTIZATION	27,208	27,114	-	26,000	26,000	26,000	-	26,000	26,000	26,000	26,000	26,000
182					TOTAL EXPENSES PARKS AND RECREATION	309,238	321,978	229,634	340,088	347,129	349,554	13,000	362,554	355,800	362,000	368,200	374,600
183																	
184					NOTES												
185																	
186					Note 1 WAGES AND BENEFITS - Parks & Rec staffing and related costs of this District function.												
187					Note 2 PARKS - OPERATIONS AND MAINTENANCE - Includes maintenance of parks, trails and tennis court.												
188					Note 3 OTHER - Includes library tax												


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2					District of Lantzville												
3					2018 - 2022 FINANCIAL PLAN												
4						2015 Actuals	2016 Actuals	2017 Actual To-Date (Oct 6)	2017 Actual Projected	2017 Financial Plan	2018 Financial Plan	2018 Non Core Budget	2018 Total Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan
189					CONTRIBUTIONS TO SURPLUS AND RESERVES												
190					CONTRIBUTION TO CAPITAL RESERVES	603,610	606,097	-	-	-	-	-	-	-	-	-	-
191					CAPITAL WORKS	-	-	453,500	453,500	453,500	493,800	-	493,800	505,820	536,700	559,600	583,600
192					ASSET REPLACEMENT	-	-	148,425	148,425	148,425	151,400	-	151,400	154,400	157,500	160,600	163,800
193					TAX RATE STABILIZATION RESERVE (OCP)	-	-	-	-	-	-	-	-	21,250	21,700	22,100	22,500
194					WINTER ROAD MAINTENANCE	5,000	26,463	5,000	5,000	5,000	5,100	-	5,100	5,200	5,300	5,400	5,500
195						608,610	632,560	606,925	606,925	606,925	650,300	-	650,300	686,670	721,200	747,700	775,400
196					DEBT SERVICES												
197					INTRFND BORROWING REPYMNT (Knarston Creek)	18,544	26,821	-	25,405	17,568	16,592	-	16,592	16,592	16,592	16,592	16,592
198																	
199					TOTAL OPERATING EXPENSES - GENERAL FUND	3,213,791	3,493,048	2,472,681	3,904,213	3,946,132	3,589,179	320,243	3,909,422	3,662,630	3,727,222	3,806,587	4,004,282
200																	
201																	
202					TOTAL GENERAL FUND (SURPLUS)/DEFICIT*	<b>(254,852)</b>	<b>146,726</b>	<b>(453,770)</b>	<b>(48,914)</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
203																	
204					*Prior to 2016 figures require adjustment for TCA. 2016 and ongoing will balance to \$0 and exclude TCA												
205					** Financial Plan requires the inclusion of Amortization. Included for 2016 going forward												
206																	



District of Lantzville  
2018 - 2022 FINANCIAL PLAN

	1	2	3	4	Sewer Fund															
					2022	2021	2020	2019	2018 Total	2018 Non Core Budget	2017	2018	2017 Actual	2017 Projected	2016 Actuals	2015 Actuals	2016 Actuals	To-Date (Oct 6)	2017 Actual	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q			
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1	 District of Lantzville 2018 - 2022 FINANCIAL PLAN																
2																	
3																	
4						2015 Actuals	2016 Actuals	2017 Actual To-Date (Oct 6)	2017 Actual Projected	2017 Financial Plan	2018 Financial Plan	2018 Non Core Budget	2018 Total Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan
235	<b>Sewer Fund</b>																
236	WAGES & BENEFITS (Note 1)					30,743	33,162	19,860	35,646	35,646	40,350	-	40,350	41,200	42,000	42,800	43,600
237	PROFESSIONAL FEES (allocation of audit fees)					2,650	7,749	900	2,750	2,750	2,510	-	2,510	2,590	2,660	2,740	2,810
238	INSURANCE (allocation of insurance fees)					4,133	6,831	5,846	5,846	7,050	8,000	-	8,000	8,100	8,200	8,300	8,400
239	FACILITIES - OPERATIONS AND MAINTENANCE					9,618	9,910	7,548	10,980	10,730	11,010	-	11,010	11,190	11,190	11,190	11,190
240	EQUIPT - OPERATIONS AND MAINTENANCE (Note 2)					14,199	13,494	3,094	16,456	17,800	18,100	1,080	19,180	18,400	18,700	19,000	19,300
241	UTILITIES (Hydro)					2,790	5,269	4,739	5,600	3,100	5,700	-	5,700	5,800	5,900	6,000	6,100
242	REGIONAL WASTEWATER TREATMENT (Note 3)					66,576	67,181	72,342	72,342	72,342	83,917	-	83,917	89,800	96,100	102,800	110,000
243	AMORTIZATION					110,185	110,185	-	115,000	115,000	115,000	-	115,000	115,000	115,000	115,000	115,000
244						240,893	253,782	114,330	264,620	264,418	284,587	1,080	285,667	292,080	299,750	307,830	316,400
245																	
246	NOTES																
247																	
248	Note 1 WAGES & BENEFITS - Staff wages and benefits for water services																
249	Note 2 EQUIPMENT - Includes Collection system maintenance.																
250	Note 3 REGIONAL WASTEWATER TREATMENT - District's share of Southern Community Wastewater function at the RDN - represents approximately 1% of the total costs.																
251	Costs for this RDN function are based on measured flows for the participants.																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2					District of Lantzville												
3					2018 - 2022 FINANCIAL PLAN												
4						2015 Actuals	2016 Actuals	2017 Actual To-Date (Oct 6)	2017 Actual Projected	2017 Financial Plan	2018 Financial Plan	2018 Non Core Budget	2018 Total Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan
252					<i>Sewer Fund</i>												
253					DEBT SERVICES (Note 1)												
254					INTERFUND BORROWING - REPYMNT (PH 2)	123,627	121,999	-	113,454	113,454	113,454	-	113,454	113,454	113,454	113,454	113,454
255					RESERVE FUND DEBT - INTEREST (PH1)	16,286	15,134	-	16,286	16,286	16,286	-	16,286	16,286	16,286	16,286	16,286
256					RESERVE FUND DEBT - PRINCIPAL (PH 1)	16,286	15,134	-	16,286	16,286	16,286	-	16,286	16,286	16,286	16,286	16,286
257					PH3 - INTEREST	-	-	-	-	1,875	27,500	-	27,500	64,094	64,094	64,094	64,094
258					PH3 - PRINCIPAL	-	-	-	-	-	-	-	-	82,416	82,416	82,416	82,416
259					TOTAL SEWER FUND DEBT SERVICE EXPENSES	156,198	152,267	-	146,025	147,900	173,525	-	173,525	292,535	292,535	292,535	292,535
260																	
261					OTHER SEWER EXPENSES												
262					CONTINGENCY	-	-	-	20,000	20,000	20,000	-	20,000	20,000	20,000	20,000	20,000
263					INTERFUND CONTRIBUTIONS												
264					CONTRIBUTION TO ADMIN (Note 2)	35,000	35,000	40,000	40,000	40,000	40,800	-	40,800	41,600	42,400	43,200	44,100
265																	
266					CONTRIBUTIONS TO/FROM SURPLUS AND RESERVES												
267					CONTRIBUTION TO RESERVE (Note 3)	26,000	26,000	40,000	40,000	40,000	40,800	-	40,800	41,600	42,400	43,200	44,100
268																	
269					TOTAL EXPENDITURES SEWER FUND	458,091	467,048	194,330	510,645	512,318	559,712	1,080	560,792	687,815	697,085	706,765	717,135
270																	
271																	
272					TOTAL SEWER FUND (SURPLUS)/DEFICIT	(20,497)	(30,288)	(145,162)	(11,582)	-	0.00	-	-	-	-	-	-
273																	
274					NOTES												
275																	
276					Note 1 DEBT SERVICES - Repayment of borrowing for sewer infrastructure.												
277					Note 2 CONTRIBUTION TO ADMIN - reflects allocation of estimated administrative costs related to this function.												
278					Note 3 CONTRIBUTION TO RESERVE - Transfer to Sewer Capital Reserve in accordance with Phase 1 Local Area Service terms.												




A B C D E F G H I J K L M N O P Q



District of Lantzville  
2018 - 2022 FINANCIAL PLAN

	1	2	3	4	Water Fund	279	280	281	282	283	284	285	286	287	288	289	290	291	
	2022	2021	2020	2019	2018 Total	2018 Financial Plan	2017 Financial Plan	2018 Financial Plan	2018 Core Budget	2018 Non Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan					
TAXES						(316,660)	(316,660)	(316,660)	-	(316,660)	(316,660)	(316,660)	(316,660)	(316,660)					
WATER PARCEL TAX (Note 1)						(316,660)	(316,660)	(316,660)	-	(316,660)	(316,660)	(316,660)	(316,660)	(316,660)					
PROPERTY TAX (Note 1)						(7,730)	(7,730)	(7,730)	-	(7,850)	(7,850)	(8,000)	(8,150)	(8,300)					
SALES OF SERVICES						-	-	-	-	(7,850)	(7,850)	(8,000)	(8,150)	(8,300)					
WATER USER FEES						(270,260)	(317,835)	(317,835)	-	(313,742)	(319,630)	(325,550)	(331,680)	(337,600)					
MISCELLANEOUS (Note 2)						(318,221)	(317,835)	(317,835)	-	(313,742)	(319,630)	(325,550)	(331,680)	(337,600)					
TRANSFERS (Note 3)						(8,890)	(10,321)	(3,828)	(9,000)	(9,500)	(9,500)	(9,700)	(9,800)	(9,900)					
CONTRIBUTIONS TO/FROM SURPLUS						(135,814)	(108,919)	-	(110,000)	(110,000)	(110,000)	(110,000)	(110,000)	(110,000)					
TRANSFER FROM EQUITY (Note 4)						(31,310)	-	-	(69,225)	(33,100)	(36,880)	(33,200)	(33,400)	(33,500)					
TOTAL REVENUE WATERWORKS						(780,323)	(761,851)	(590,748)	(830,450)	(830,450)	(790,852)	(794,632)	(803,360)	(809,840)					
NOTES																			
Note 1																			
WATER PARCEL TAX - Local Area Service Parcel Tax, Property Tax for Water Hydrant Mice based on actual cost for 2016 onward.																			
Note 2																			
MISCELLANEOUS - Interest (2016 ongoing) and late penalties																			
Note 3																			
TRANSFERS - Includes \$10K Transfer from Investment in Non Financial Assets (Amortization)																			
Note 4																			
TRANSFER FROM EQUITY - Includes transfers from prior years' accumulated surplus as follows:																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2					District of Lantzville												
3					2018 - 2022 FINANCIAL PLAN												
4						2015 Actuals	2016 Actuals	2017 Actual To-Date (Oct 6)	2017 Actual Projected	2017 Financial Plan	2018 Financial Plan	2018 Non Core Budget	2018 Total Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan
296					Water Fund												
297					WAGES & BENEFITS (Note 1)	135,190	130,251	106,458	140,949	140,949	145,140	-	145,140	148,100	151,000	153,900	156,900
298					PROFESSIONAL FEES (allocation audit & prof. fees)	9,208	66,172	39,003	43,975	43,975	7,510	-	7,510	7,590	7,660	7,740	7,810
299					INSURANCE (allocation of insurance fees)	11,033	13,663	11,868	11,868	16,260	17,100	-	17,100	17,500	17,900	18,300	18,700
300					FACILITIES - OPERATIONS AND MAINTENANCE (Note 2)	16,363	16,386	11,895	24,050	25,390	19,030	-	19,030	19,200	19,400	19,600	19,800
301					EQUIPT - OPERATIONS AND MAINTENANCE (Note 3)	61,262	18,438	21,678	45,830	48,110	48,900	3,780	52,680	49,800	50,700	51,600	52,100
302					UTILITIES (Telephone and Hydro)	23,687	21,578	21,929	25,400	26,470	26,200	-	26,200	27,000	27,800	28,700	29,600
303					WATER SUPPLY EXPLORATION	1,939	2,500	418	2,500	2,500	-	-	-	-	-	-	-
304					DRINKING WATER & WATERSHED PROTECT	8,916	10,409	11,856	11,856	11,856	11,872	-	11,872	12,400	12,900	13,500	14,100
305					VEHICLE	6,997	4,795	4,484	8,707	8,640	8,800	-	8,800	9,200	9,700	10,200	10,700
306					AMORTIZATION	110,734	108,919	-	110,000	110,000	110,000	-	110,000	110,000	110,000	110,000	110,000
307						385,329	393,112	229,590	425,135	434,150	394,552	3,780	398,332	400,790	407,060	413,540	419,710
308																	
309					OTHER WATER EXPENSES												
310					CONTINGENCY	-	-	-	20,000	30,000	30,000	-	30,000	30,000	30,000	30,000	30,000
311					INTERFUND CONTRIBUTIONS												
312					CONTRIBUTION TO ADMIN (Note 4)	130,000	130,000	130,000	130,000	130,000	130,000	-	130,000	130,000	130,000	130,000	130,000
313					CONTRIBUTIONS TO/FROM SURPLUS AND RESERVES												
314					CONTRIBUTION TO RESERVE	236,300	236,300	236,300	236,300	236,300	236,300	-	236,300	236,300	236,300	236,300	236,300
315																	
316					TOTAL EXPENDITURES WATERWORKS FUND	751,629	759,412	595,890	811,435	830,450	790,852	3,780	794,632	797,090	803,360	809,840	816,010
317																	
318																	
319					TOTAL WATER FUND (SURPLUS)/DEFICIT	(28,694)	(2,439)	5,142	(19,016)	-	0.00	-	-	-	-	-	-
320																	
321					NOTES												
322																	
323					Note 1 WAGES & BENEFITS - Allocation of estimated public works management and staff time and related costs of this District function.												
324					Note 2 FACILITIES - OPERATIONS AND MAINTENANCE - Includes allocation of building lease, intrusion alarm, toilet rebate.												
325					Note 3 EQUIPMENT - OPERATIONS AND MAINTENANCE - Includes maintenance and replacement of water meters, hydrants, well field equipment, and distribution system.												
326					Note 4 CONTRIBUTION TO ADMIN - reflects allocation of estimated administrative costs related to this function.												

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	 District of Lantzville 2018 - 2022 FINANCIAL PLAN																	
2																		
3																		
4						2015 Actuals	2016 Actuals	2017 Actual To-Date (Oct 6)	2017 Actual Projected	2017 Financial Plan	2018 Financial Plan	2018 Non Core Budget	2018 Total Financial Plan	2019 Financial Plan	2020 Financial Plan	2021 Financial Plan	2022 Financial Plan	
327						(304,044)	113,988	(593,791)	(79,511)	0.00								
328	TOTAL DISTRICT (SURPLUS) DEFICIT																	
329																		
330																		



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	District of Lantzville													
2	2018-2022 Capital Budget Summary													
3														
4		Cost			2017 Actual To	2017 Actual								
5	GENERAL FUND	New G/L	Centre	Project	2017 Budget	Date (Oct 6)	Projected	Status	Funding	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
6	GENERAL GOVERNMENT													
7	06-5-10-527	109		Costin Hall Upgrades					Capital Works Reserve		97,000	-	-	
8	06-5-10-527			Mens Washroom Renovation Costin					Capital Works Reserve			11,220		
9	06-5-10-527			Ladies Washroom Renovation Costin					Capital Works Reserve					
10	06-5-10-527			Heat Pump Replacement Costin Hall					Capital Works Reserve	10,000				
11	06-5-10-527			Flat Roof Replacement Costin Hall					Capital Works Reserve		12,500			
12	06-5-10-527			Install drop ceiling at Costin Hall					Capital Works Reserve				10,000	
13	06-5-10-527			Church Upgrades					Capital Works Reserve		146,000			
14	06-5-10-527	125		Council Chamber AC	10,000	5,780	5,780	Complete	Capital Works Reserve					
15	06-5-10-527	126		Fire Proof Cabinet	7,000	3,914	3,914	Complete	Asset Replacement Reserve					
16	06-5-10-527			Website Upgrade (2018)					Asset Replacement Reserve	15,000				
17	06-5-10-527			Phone System					Asset Replacement Reserve	30,000				
18	06-5-10-527	124		IT Server	14,500	14,678	14,678	Complete	Asset Replacement Reserve					
19					31,500	24,373	24,373			55,000	255,500	11,220	10,000	-
20	PROTECTIVE SERVICES													
21	06-5-20-527	105		Radio Repeater	9,000	8,576	8,576	Complete	Asset Replacement Reserve					
22	06-5-20-527	130		Fire Hall - Additional Office	15,000			2018	Capital Works Reserve		75,000			
23	06-5-20-527			Fire Hall - New Kitchen					Capital Works Reserve		25,000			
24	06-5-20-527			Duty Truck Replacement					Fire Dept Vehicles Reserve			45,000		
25	06-5-20-527			Replace E-6 (1986)					Fire Dept Vehicles Reserve	400,000				
26	06-5-20-527			Replace E-3 (1993)					Fire Dept Vehicles Reserve					300,000
27					24,000	8,576	8,576			400,000	100,000	45,000	-	300,000
28	TRANSPORTATION													
29	ROADS													
30	06-5-55-527	121		Manhattan / Bayview Park Drive Road Replacement	245,000	5,509	8,500	Complete	75% Capital Works Reserve; 25% Highways DCC					
31	06-5-55-527	127		Peterson Road	304,298		25,000	Carry forward to 2018	Capital Works Reserve	279,298				
32	06-5-55-527			Portion of Aulds Road Replacement					Capital Works Reserve	200,000				
33	06-5-55-527			Harper Road Replacement					Gas Tax			326,000		
34	06-5-55-527			Venture Road Replacement					Capital Works Reserve					250,000
35	06-5-55-527			Clark Crescent					Capital Works Reserve				245,000	
36	06-5-55-527			Alger Road asphalt replacement					Capital Works Reserve				230,000	
37														
38	STORM DRAINAGE													
39	06-5-55-527			Clark Alger Road Crossing of Bloods Creek. Look at Arch Culvert Storm Drain					80% Gas Tax; 20% Drainage DCC					350,000
40	06-5-55-527			Installation of Piping Along Huddlestone Road					Capital Works Reserve		200,000	200,000		
41	06-5-55-527	128		Rumming Road Drainage	450,000	24,479	25,000	Carry forward to 2018	Capital Works Reserve	425,000				
42	06-5-55-527			Lantzville Road Culvert Crossing @ 7491 Lantzville Road Culvert Replacement Dickinson Road Bloods Creek Head					Capital Works Reserve	175,000				
43	06-5-55-527			Wall					Capital Works Reserve		25,000			
44	PUBLIC WORKS													
45	06-5-55-527			Replace Half Ton Truck					Asset Replacement Reserve		55,000			
46	06-5-55-527			Replace 3 Ton Dump Truck					Asset Replacement Reserve				85,000	
47	06-5-55-527			Backhoe Replacement					Asset Replacement Reserve			132,000		
48	06-5-55-527			Dodge 2500 Replacement					Asset Replacement Reserve					70,000
49					999,298	29,987	58,500			1,079,298	280,000	658,000	910,000	320,000
50	PARKS													
51	06-5-40-527	118		Mountain Bike Skills Park	42,900		42,900	December 2017	Surplus, \$3,900 grant					

A	B	C	D	E	F	G	H	I	J	K	L	M	N
4	New G/L	Cost Centre	Project	2017 Budget	2017 Actual To Date (Oct 6)	2017 Actual Projected	Status	Funding	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
52	06-5-40-527		Copley Park Upgrades					Parks Development Reserve		80,000			
53	06-5-40-527		Huddlestone Upgrades					Parks Development Reserve	142,000				
54	06-5-40-527		E&N Trail Portion From Ware Road to Phillip Road Along Railway					Developer Funded				500,000	500,000
55				42,900	-	42,900			142,000	80,000	-	500,000	500,000
56													
57	<b>TOTAL GENERAL FUNC</b>			<b>1,097,698</b>	<b>62,936</b>	<b>134,349</b>			<b>1,676,298</b>	<b>715,500</b>	<b>714,220</b>	<b>1,420,000</b>	<b>1,120,000</b>
58													
59	<b>SEWER FUND</b>												
60	60-5-50-527	110	Sewer Ph 3	2,000,000	1,386	100,000	2020 Completion	2/3rd grant; 1/3rd debt	3,000,000	3,000,000	780,000		
61	<b>TOTAL SEWER FUND</b>			<b>2,000,000</b>	<b>1,386</b>	<b>100,000</b>			<b>3,000,000</b>	<b>3,000,000</b>	<b>780,000</b>	-	-
62													
63	<b>WATER FUND</b>												
64	76-5-70-527	111	Aulds Rd Reservoir Replacement	1,286,000	4,971	200,000	2018	\$1.115M Gas Tax, \$54,430 waterworks reserve, \$116,570 Water DCC, \$600K Developer (2017-\$100K Waterworks, \$100K Developer)	1,786,000				
65	76-5-70-527	114	Well #6 Replacement	20,000	11,968	11,968	Complete	Waterworks Reserve					
66	76-5-70-527	113	Nanaimo Water Interconnection	736,000	568,754	630,000	Complete	Waterworks Reserve - \$450K, Gastax - \$300k					
67	70-5-70-605		Water Connection Buy-in (operating expense)					Other Funding					
68	76-5-70-527	129	Water Main Replacement Peterson Road, Lynn To Lantzville Road	280,000	8,444	10,500	December 2017	\$285,500 Waterworks Reserve; \$45K Gas Tax	320,000				
69	76-5-70-527	115	Well #12 Redevelopment	40,000	18,529	20,000	Complete	Waterworks Reserve					
70	76-5-70-527	117	Well #4 Redevelopment	50,000	33,460	35,000	Complete	Waterworks Reserve					
71	76-5-70-527		Well #5 Rehabilitation					Waterworks Reserve	50,000				
72	76-5-70-527		Metro and Mart Roads and Lantzville Road (Huddlestone to Harper) Watermain Replacement					Waterworks Reserve	343,919				
73	76-5-70-527		Industrial Road					Waterworks Reserve				434,454	
74	76-5-70-527		SCADA Upgrade					Waterworks Reserve		87,500			
76	<b>TOTAL WATER FUND</b>			<b>2,412,000</b>	<b>646,127</b>	<b>907,468</b>			<b>2,499,919</b>	<b>87,500</b>	<b>-</b>	<b>434,454</b>	<b>-</b>
77													
78	<b>TOTAL DISTRICT</b>			<b>5,509,698</b>	<b>710,449</b>	<b>1,141,817</b>			<b>7,176,217</b>	<b>3,803,000</b>	<b>1,494,220</b>	<b>1,854,454</b>	<b>1,120,000</b>

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Costin Hall Non-Seismic Upgrades  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    3 - Desirable

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Total Capital Budget		97,000			
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Costin Hall		97,000			
	-	97,000	-	-	-

Details (attach additional pages if required)  
 Completion of 4 remaining upgrades will bring Costin Hall to current Building Code seismic requirements.  
 Previous upgrades done in 2012 addressed critical structural issues.



DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            2021 Costin Hall Mens Washroom Upgrades  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    3 - Desirable

	2018	2019	2020	2021	2022
Total Capital Budget			11,220		
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Costin Hall			11,220		
	-	-	11,220	-	-

Details (attach additional pages if required)  
 As per the Costin Hall Capital Works Plan, the mens washroom is to be upgraded.

**DISTRICT OF LANTZVILLE  
FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Costin Hall Heat Pump Replacement  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget	10,000				
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Costin Hall	10,000				
	10,000	-	-	-	-

Details (attach additional pages if required)  
 Replacement of the heat pump as per the Costin Hall Capital Maintenance Plan.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Costin Hall Flat Roofing Upgrades  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget	12,500				
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Costin Hall	12,500				
	12,500	-	-	-	-

Details (attach additional pages if required)  
 Replacement of the roll on roofing for the flat roof.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            2021 Costin Hall Ceiling Upgrades  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    3 - Desirable

	2018	2019	2020	2021	2022
Total Capital Budget				10,000	
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Costin Hall				10,000	
	-	-	-	10,000	-

Details (attach additional pages if required)  
 As per the Costin Hall Capital Works Plan, the Ceiling is identified to be replaced in 2021.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Heritage Church Building Upgrades  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    3 - Desirable

	2018	2019	2020	2021	2022
Total Capital Budget		146,000			
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Heritage Church		146,000			
	-	146,000	-	-	-

Details (attach additional pages if required)

Completion of these upgrades will bring the Heritage Church Building to current Building and Fire Code requirements. Upgrades include addressing deficiencies noted in walls and floor strength, electrical, emergency escape, heating, and windows.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Website Redevelopment/Update  
 Requested By            Trudy Coates, Director of Corporate Administration  
 Department              Administration  
 Budget Type              Capital  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget	15,000				
Total Operating Budget	-				
Funding Sources					
Asset Repl. Reserve - Admin Equipment	15,000				
	15,000	-	-	-	-

Details (attach additional pages if required)

The District of Lantzville's website is our most important communication asset and as such it needs to be current. Corporate website life is usually 3 - 5 years. The District of Lantzville website was constructed in 2009, funded through a Tourism Grant. The site content is primarily maintained by District staff. Given the age of the website, and the older type of framework, the contract site host/programmer, has been recommending for several years that it is time to redevelop and update the website with updated coding and a new look and feel. The contractor who constructed and hosts the District of Lantzville website, also has the Alberni-Clayoquot, Peachland, Qualicum Beach and Regional District of Nanaimo local government websites and has redeveloped those sites. Staff recommend redeveloping and updating the District of Lantzville website in 2018, which would complement incorporation of community branding recommendations expected in early 2018. In addition to the cost of the rebuild, there would be ongoing costs of site hosting, occasional programming, and District staff maintaining content. The current ongoing Hosting costs (\$100/month) plus any additional programming charges, are charged to Contract Computer Maintenance.



**DISTRICT OF LANTZVILLE  
FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Telephone System  
 Requested By            Ronald Campbell, Chief administrative Officer  
 Department              Administration  
 Budget Type              Capital  
 Priority                    Essential

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Capital Budget	30,000				
Total Operating Budget					
<b>Funding Sources</b>					
Asset Repl. Reserve - Admin Equipment	30,000				
	<b>30,000</b>	-	-	-	-

**Details (attach additional pages if required)**

The existing phone system was the original system installed in 2006 following construction of the Municipal Hall. The existing phone system does not provide the telecommunication requirements of today's workplace, is difficult to program and has limited programming ability. All incoming calls are routed through the reception which creates an unnecessary workload for the receptionist. The system is also not integrated with our computer system and does not provide for direct-in- dial. A new phone system over time will save time and money and will provide a better service level to the public.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Fire Hall Reno, Chiefs office addition  
 Requested By            Fire Chief  
 Department              Fire  
 Budget Type              Capital  
 Priority                    3 - Desirable

	2018	2019	2020	2021	2022
Total Capital Budget		75,000			
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Fire Hall		75,000			
	-	75,000	-	-	-

Details (attach additional pages if required)

Currently the Fire Chief and Deputy Chief share the same office space, this has been in place since 1986. The office contains two work stations which divides the working area evenly. With the traffic this office space receives a separate office for the Deputy Chief training is needed. Thursday nights sees officers coming into this office to get lesson plans for their practice. As the Training Officer I would like a separate office to accommodate my training files and resources. We need to look at the space that is already available to accommodate this request.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested           Kitchen Renovation  
 Requested By            Fire Chief  
 Department              Fire  
 Budget Type             Capital  
 Priority                    3 - Desirable

	2018	2019	2020	2021	2022
Total Capital Budget		25,000			
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Fire Hall		25,000			
	-	25,000	-	-	-

Details (attach additional pages if required)

The present kitchen has been in place since 1986, the design when built never envisioned the numbers that would use the facility in a major incident, earthquake, chemical spill, flooding and large interface fire. The counters are damaged, the layout wouldn't accommodate a large number of people requiring feeding. Larger appliances are needed so as to cooking for a large number of First Responders.

**DISTRICT OF LANTZVILLE  
FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Replacement of 2009 Pick up truck/duty truck/command vehicle  
 Requested By            Fire Chief  
 Department              Fire  
 Budget Type              Capital  
 Priority                    2 - Important

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Capital Budget			45,000		
Total Operating Budget					
Funding Sources					
Fire Dept Vehicles			45,000		
	-	-	45,000	-	-

**Details (attach additional pages if required)**

This truck has historically been used for such things as burning complaints, members to attend training and for the Fire Chief. It is currently scheduled to be replaced in 2020. The District will review the cost-benefit of leasing rather than purchasing prior to replacement in 2020.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Replacement of E6 1986 Tandem Axle Pumper/Water Tender  
 Requested By            Fire Chief  
 Department              Fire  
 Budget Type              Capital  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget	400,000				
Total Operating Budget					
Funding Sources					
Fire Dept Vehicles	400,000				
	400,000	-	-	-	-

Details (attach additional pages if required)

Engine 6 was originally scheduled to be replaced in 2012. At this time this apparatus is used for water shuttling in unhydrated areas. This truck offers no protection from the weather, members sit in an open cab exposed to the elements of the weather, it also offers no roll over protection. E6 is starting to deteriorate, the main tank is leaking, replacement runs in the region of \$30,000, engine components are showing wear also. This truck needs to be replaced as soon as possible to prevent a large repair bill.



DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Replacement of Rescue 3 medical aids truck.  
 Requested By            Fire Chief  
 Department              Fire  
 Budget Type              Capital  
 Priority                    1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget					300,000
Total Operating Budget					
Funding Sources					
Fire Dept Vehicles					300,000
	-	-	-	-	300,000

Details (attach additional pages if required)

Rescue 3 is primarily used as the departments medical aid truck, and is dispatched to Motor vehicle incidents. The current vehicle is from 1993 and scheduled to be replaced.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Peterson Road Asphalt Replacement Carry Forward  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget	279,298				
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Roads	279,298				
	279,298	-	-	-	-

Details (attach additional pages if required)

The replacement of asphalt on Peterson Road, from Harby Road East to Lantzville Road. This project is to be carried out once the watermain replacement project for this section has been completed. Staff have been in consultation with the property owner on the corner of Lantzville and Peterson Road to try and acquire land to expand on the Districts road right-of-way to provide a safer intersection at Peterson and Lantzville Road. This has taken longer than expected and it is now expected that the project will run into 2018. The waterline replacement project has also been held back. Due to the extremely busier than normal market for construction, the Districts consulting engineers have recommended that we postpone tendering the project until the fall. By waiting until the fall to replace the waterline replacing the asphalt will in all likelihood be completed in 2018.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Asphalt Replacement, Portion of Aulds Road  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget	200,000				
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Roads	200,000				
	200,000	-	-	-	-

Details (attach additional pages if required)

Mill out and replace the asphalt on Aulds Road between Phantom Road and Elm Drive and overlay Metro Road. Staff has assessed this project as the highest priority for 2018.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Asphalt Replacement 2020, Harper Road  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget			326,000		
Total Operating Budget					
Funding Sources					
Gas Tax			326,000		
	-	-	326,000	-	-

Details (attach additional pages if required)

Mill out and replace the asphalt on Harper Road. Staff has assessed this project as the highest priority for 2020.

**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Venture Road Asphalt Replacement  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    2 - Important

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Total Capital Budget					250,000
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Roads					250,000
	-	-	-	-	250,000

Details (attach additional pages if required)  
 Mill out and replace the asphalt on Venture Road.



**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Clark Cres Asphalt Replacement  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget				245,000	
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Roads				245,000	
	-	-	-	245,000	-

Details (attach additional pages if required)  
 Mill out and replace the asphalt on Clark Crescent

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Alger Road Asphalt Replacement  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget				230,000	
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Roads				230,000	
	-	-	-	230,000	-

Details (attach additional pages if required)  
 Mill out and replace the asphalt on d Alger Road.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested Alger Road Culvert Replacement  
 Requested By Fred Spears, Director of Public Works  
 Department Public Works  
 Budget Type Capital  
 Priority 2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget				350,000	
Total Operating Budget					
Funding Sources					
Gas Tax				280,000	
DCC - Drainage				70,000	
	-	-	-	350,000	-

Details (attach additional pages if required)

Currently there is a large round culvert that allows water from Bloods Creek to flow under Alger Road. This culvert is rusted, replacing it with a arched culvert would mitigate the risk of the culvert failing and causing damage to Alger Road. Because Bloods Creek is a fish bearing stream staff will tender for either an arched culvert or a box culvert to be installed which will allow for a gravel, more fish friendly, bottom. Staff will present Council with a report for the tender award with both options.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested           Huddlestone Drainage Piping  
 Requested By           Fred Spears, Director of Public Works  
 Department             Public Works  
 Budget Type             Capital  
 Priority                  1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget		200,000	200,000		
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Roads		200,000	200,000		
	-	200,000	200,000	-	-

Details (attach additional pages if required)

Currently the open ditch along the west side of Huddlestone Road during the winter rains runs at capacity. The half culvert that was placed by the MOT is rusted and erosion of the ditch line has begun. In order to plan for future expansion of the drainage system a large culvert pipe will be required. Due to the cost of this project staff have recommended to carry it out over two years and this year will see the project complete.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Rumming Road Storm Drain Improvements  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget	425,000				
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Roads	425,000				
	425,000	-	-	-	-

Details (attach additional pages if required)

A portion of storm drainage pipe that runs under Rumming Road has collapsed. Water is currently flowing through the collapsed pipe slowly causing water to pond on the south side of Rumming Road in large quantities. This ponding can cause erosion and ultimately the road could wash out and cause extensive damage to properties on the north side of Rumming Road. The District's consulting engineers are investigating the best option for the District at this time; however, current indications lean towards placing a new storm drain pipe under Rumming Road that will continue to the north. This storm piping will exceed four meters in depth causing costs to escalate.



**DISTRICT OF LANTZVILLE**  
**FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Lantzville Road Culvert Crossing at 7491 Lantzville Road  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget	175,000				
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Roads	175,000				
	175,000	-	-	-	-

Details (attach additional pages if required)

There is an existing culvert that crosses under Lantzville Road near 7491 Lantzville Road that has deteriorated to the point where we are seeing erosion on the north side of Lantzville Road at 7502 Lantzville Road. Erosion is happening around the outlet of the existing rotting culvert and is causing damage to the toe of slope of the road as well as the embankment of the private property at 7502 Lantzville Road.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Dickinson Bloods Creek Headwall Replacement  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget		25,000			
Total Operating Budget					
Funding Sources					
Capital Works Reserve - Roads		25,000			
	-	25,000	-	-	-

Details (attach additional pages if required)

The replacement of the deteriorating headwalls at the Dickinson Road crossing of Bloods Creek.

**DISTRICT OF LANTZVILLE  
FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            2004 Dodge Ram 1500 Replacement  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    2 - Important

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Capital Budget		55,000			
Total Operating Budget					
Funding Sources					
Asset Repl. Reserve - PW Vehicles		55,000			
	-	55,000	-	-	-

**Details (attach additional pages if required)**

Originally the 2004 Dodge 1500 was up for replacement in 2014; however, staff felt the truck was still productive and maintenance costs were minimal. As the vehicle is now 14 years old the costs for maintenance has increased to a point where it is now more economical to replace than maintain. Once Council has approved the 2019 Financial Plan, staff will advertise a request for proposals for the replacement of the vehicle.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            2008 Dodge 3 Tonne Dump Truck Replacement  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget				85,000	
Total Operating Budget					
Funding Sources					
Asset Repl. Reserve - PW Vehicles				85,000	
	-	-	-	85,000	-

Details (attach additional pages if required)

Originally the 2008 Dodge 3 Tonne Dump truck was up for replacement in 2016 however, staff felt the truck was still productive and maintenance costs were minimal. As the vehicle is now 13 years old the costs for maintenance have increased to a point where it is now more economical to replace than maintain. Once Council has approved the 2021 Financial Plan, staff will advertise a request for proposals for the replacement of the vehicle.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            2004 Backhoe Replacement  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget			132,000		
Total Operating Budget					
Funding Sources					
Asset Repl. Reserve - PW Vehicles			132,000		
	-	-	132,000	-	-

Details (attach additional pages if required)

Currently the District has a 2004 Case Backhoe which it uses for a variety of things such as, lifting pumps from sewer pump stations, loading materials into the dump truck, excavating, minor shouldering, minor ditching etc. the backhoe is now 16 years old and is in need of replacement.



DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            2012 Dodge Ram 2500 Replacement  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    2 - Important

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Total Capital Budget					70,000
Total Operating Budget					
Funding Sources					
Asset Repl. Reserve - PW Vehicles					70,000
	-	-	-	-	<u>70,000</u>

Details (attach additional pages if required)

Originally the 2012 Dodge 2500 was up for replacement in 2019. Staff will re-evaluate its condition in the 2022 budget process.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Copley Park Playground Equipment Replacement  
 Requested By            Fred Spears, Director of Public Works  
 Department              Parks, Recreation & Culture  
 Budget Type              Capital  
 Priority                    2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget		80,000			
Total Operating Budget					
Funding Sources					
Parks Development Reserve		80,000			
	-	80,000	-	-	-

Details (attach additional pages if required)

Replace aging and outdated playground equipment. Staff had the playground equipment in all of the Parks inspected by the MIA Risk Management Services and have found that the playground equipment in Copley Park is in need of replacing. The inspection found that the play structures either had to be updated to meet the most recent Playspace Specifications or replaced. Staff have looked at updating the structures only to find that parts for the aged structures are no longer available. The Parks and Recreation Commission was notified of the findings by the MIA Inspector and decided to replace the existing structure to accommodate a 5 to 12 years old child. Staff are therefore requesting funds for the replacement of the Copley Park playground equipment in 2019.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested           Huddlestone Park Playground Equipment Replacement  
 Requested By           Fred Spears, Director of Public Works  
 Department             Parks, Recreation & Culture  
 Budget Type             Capital  
 Priority                 2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget	142,000				
Total Operating Budget					
Funding Sources					
Parks Development Reserve	142,000				
	<u>142,000</u>	-	-	-	-

Details (attach additional pages if required)

Replace aging and outdated playground equipment. Staff had the playground equipment in all of the Parks inspected by the MIA Risk Management Services and have found that the playground equipment in Huddlestone Park is in need of replacing. The inspection found that the play structures, including the helicopter, be updated to meet the most recent Playspace Specifications or replaced. Staff have looked at updating the structures only to find that, if updated, would likely only last 5 to 7 years. The Parks and Recreation Commission was notified of the findings by the MIA Inspector and decided to replace the existing structure to accommodate a 5 to 12 years old child and place a small structure to accommodate a 2 to 5 year old child. Because of this, staff are recommending the installation of a playground structure that will accommodate 2 to 5 year old child as well as the replacement of the existing structure to accommodate a 5 to 12 year old child.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Construction of a Portion of the E&N Trail  
 Requested By            Fred Spears, Director of Public Works  
 Department              Public Works  
 Budget Type              Capital  
 Priority                    3 - Desirable

	2018	2019	2020	2021	2022
Total Capital Budget				500,000	500,000
Total Operating Budget					
Funding Sources					
Developer Funded				500,000	500,000
	-	-	-	500,000	500,000

Details (attach additional pages if required)  
 Construction of E&N Trail from Ware Road to Phillip Road near Forest Turn.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested           Phase 3 Sanitary Sewer Project  
 Requested By           Fred Spears, Director of Public Works  
 Department             Sewer  
 Budget Type            Capital  
 Priority                 1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget	3,000,000	3,000,000	780,000		
Total Operating Budget					
Funding Sources					
Grant	2,000,000	2,000,000	373,332		
Debt	1,000,000	1,000,000	406,668		
	3,000,000	3,000,000	780,000	-	-

Details (attach additional pages if required)

The District applied for a 2/3rds funding grant for the Sanitary Sewer Phase 3 Project in 2016. It was announced in 2017 that the District will receive \$4,373,332 in grant funding for the Phase III Sainitary Sewer Project. Staff have spead the costs over 4 years to provide for completion of the project by March 31, 2020. Staff will likely need to make adjustments in the yearly allocation of funds to accomodate the actual expenditures from time to time.



DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested           Aulds Road Reservoir Replacement  
 Requested By           Fred Spears, Director of Public Works  
 Department             Water  
 Budget Type            Capital  
 Priority                 1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget	1,786,000				
Total Operating Budget					
Funding Sources					
Developer	500,000				
Waterworks Reserve	54,430				
Gas Tax	1,115,000				
DCC - Water	116,570				
	1,786,000	-	-	-	-

Details (attach additional pages if required)  
 The District is in need of more capacity in the upper pressure zone. The Foothills Development is about to begin design of a reservoir that will meet the needs of their development, unfortunately the capacity required for their development does not adequately supply enough storage for the future buildout of the Lantzville Water Service Area. Staff are requesting funds to have the District consulting engineers provide a detail design in cooperation with the Foothills Development to ensure that any reservoir constructed in the Foothills at the 155 meter level can be expanded upon to provide for adequate capacity for future growth in Lantzville. The reservoir costs are expected to be covered by the developer.

**DISTRICT OF LANTZVILLE  
FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested            Watermain Replacement Peterson Road  
 Requested By            Fred Spears, Director of Public Works  
 Department              Water  
 Budget Type              Capital  
 Priority                    2 - Important

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Capital Budget	320,000				
Total Operating Budget					
<b>Funding Sources</b>					
Waterworks Reserve	275,000				
Gas Tax	45,000				
	<b>320,000</b>	-	-	-	-

Details (attach additional pages if required)  
 The ongoing replacement of asbestos cement water pipe within the District, and as a part of the recommendations from the 2015 water Supply and Distribution Study. This waterline replacement will increase fire flows in the downtown core area of the District. Carry forward from 2017.

**DISTRICT OF LANTZVILLE  
FINANCIAL PLAN SPECIAL REQUEST FORM**

Item Requested           Rehabilitate Well 5  
 Requested By           Fred Spears, Director of Public Works  
 Department             Water  
 Budget Type            Capital  
 Priority                 1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget	50,000				
Total Operating Budget					
Funding Sources					
Waterworks Reserve	50,000				
	50,000	-	-	-	-

Details (attach additional pages if required)

The District, in 2017 completed testing of the wellfield to confirm capacity. During the testing it was noted that it would be viable to reconnect Well 5 to the system adding approximately 420 cubic metres to the supply system. Staff provided Council with an update in a report dated July 10, 2017 where the following motion was made: "MOVED and SECONDED, THAT \$50,000 be included in the 2018 budget discussions for the rehabilitation of District of Lantzville Well #5." CARRIED UNANIMOUSLY.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            Watermain Replacement Mart, Metro and a Portion of Lantzville Road  
 Requested By            Fred Spears, Director of Public Works  
 Department              Water  
 Budget Type              Capital  
 Priority                    1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget	343,919				
Total Operating Budget					
Funding Sources					
Waterworks Reserve	343,919				
	343,919	-	-	-	-

Details (attach additional pages if required)

The ongoing replacement of asbestos cement water pipe within the District at Metro and Mart Roads as well as a portion of Lantzville Road between Harper and Huddlestone Roads. As a part of the recommendations from the 2015 Water Supply and Distribution Study, this replacement is inline with the recommended options. This waterline replacement will increase fire flows in the downtown core area and portions of the industrial area of the District.

DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested           Watermain Replacement Industrial Road  
 Requested By           Fred Spears, Director of Public Works  
 Department             Water  
 Budget Type            Capital  
 Priority                 2 - Important

	2018	2019	2020	2021	2022
Total Capital Budget				434,454	
Total Operating Budget					
Funding Sources					
Waterworks Reserve				434,454	
	-	-	-	434,454	-

Details (attach additional pages if required)  
 The ongoing replacement of asbestos cement water pipe within the District at Industrial Road. As a part of the recommendations from the 2015 water Supply and Distribution Study, this replacement is inline with the recommended options. This waterline replacement will increase fire flows in the industrial area of the District.



DISTRICT OF LANTZVILLE  
 FINANCIAL PLAN SPECIAL REQUEST FORM

Item Requested            SCADA Upgrade  
 Requested By            Fred Spears, Director of Public Works  
 Department              Water  
 Budget Type              Capital  
 Priority                    1 - Essential

	2018	2019	2020	2021	2022
Total Capital Budget		87,500			
Total Operating Budget					
Funding Sources					
Waterworks Reserve		87,500			
	-	87,500	-	-	-

Details (attach additional pages if required)

The Supervisory Control and Data Acquisition System (SCADA) controls all of the water system as well as the sewer system. The original SCADA system was constructed in 2006 and since that time has seen several sewer and water system additions. The SCADA system is now 13 years old and has met its capacity. The usual life expectancy of a SCADA is approximately 15 years but due to the addition of extra water and sewer infrastructure the system has been built to its capacity and is in need of upgrading.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Q	R	S	T	U	V	W
1	District of Lantzville																					
2	2018-2022 Capital Reserve Balances																					
3																						
4	General Fund															Water Fund	Sewer Fund	Development Cost Charges				
5	Balance	Gas Tax	Asset Replacement Reserve					Capital Works Reserve							Waterworks	Sewer Renewal	Water DCC	Sewer DCC	Drainage DCC	Highway DCC	Parkland DCC	
6			Admin Equipment	Fire Dept Equipment	PW Vehicles	Parks & Rec	Fire Dept Vehicles	Parks Acquisition	Parks Development	Roads	Fire Hall	Costin Hall	Heritage Church	Muni Hall								Other - Unalloc.
7																						
8	Jan 1, 2017	1,339,121	110,355	160,491	147,495	230,046	232,495	36,670	260,052	709,852	484,781	197,766	201,257	60,777	5,240	763,759	234,370	106,890	55,434	71,639	44,295	71,200
9	Contributions	197,748	9,300	15,625	23,500		100,000			351,600	54,100	13,600	14,200	20,000		236,300	40,000	7,787	12,365	7,085	5,806	4,621
10	Interest	17,410	1,430	2,090	1,920	2,990	3,020	480	3,380	9,230	6,300	2,570	2,620	790	70	9,930	3,050	1,390	720	930	580	930
11	Expenditures	(280,000)	(18,592)	(8,576)	-	-	-	-	-	(56,375)	-	-	-	(5,780)	-	(527,468)	-	-	-	(2,125)	-	-
12	Dec 31, 2017	1,274,279	102,493	169,630	172,915	233,036	335,515	37,150	263,432	1,014,307	545,181	213,936	218,077	75,787	5,310	482,521	277,420	116,067	68,518	79,654	48,556	76,752
13																						
14	Jan 1, 2018	1,274,279	102,493	169,630	172,915	233,036	335,515	37,150	263,432	1,014,307	545,181	213,936	218,077	75,787	5,310	482,521	277,420	116,067	68,518	79,654	48,556	76,752
15	Contributions	197,748	9,500	15,900	24,000		102,000			369,200	55,200	28,600	20,400	20,400		236,300	40,800					
16	Interest	19,110	1,540	2,540	2,590	3,500	5,030	560	3,950	15,210	8,180	3,210	3,270	1,140	80	7,240	4,160	1,740	1,030	1,190	730	1,150
17	Expenditures	(1,160,000)	(45,000)	-	-	-	(400,000)	-	(142,000)	(1,079,298)	-	(10,000)	-	-	-	(723,349)	-	(116,570)	-	-	-	-
18	Dec 31, 2018	331,137	68,533	188,070	199,505	236,536	42,545	37,710	125,382	319,419	608,561	235,746	241,747	97,327	5,390	2,712	322,380	1,237	69,548	80,844	49,286	77,902
19																						
20	Jan 1, 2019	331,137	68,533	188,070	199,505	236,536	42,545	37,710	125,382	319,419	608,561	235,746	241,747	97,327	5,390	2,712	322,380	1,237	69,548	80,844	49,286	77,902
21	Contributions	197,748	9,900	16,500	24,500		104,000			387,700	56,300	20,220	20,800	20,800		236,300	41,600					
22	Interest	4,970	1,030	2,820	2,990	3,550	640	570	1,880	4,790	9,130	3,630	3,630	1,460	80	4,840	4,840	20	1,040	1,210	740	1,170
23	Expenditures	-	-	-	-	(55,000)	-	-	(80,000)	(225,000)	(100,000)	(109,500)	(146,000)	-	-	(87,500)	-	-	-	-	-	-
24	Dec 31, 2019	533,855	79,463	207,390	226,995	185,086	147,185	38,280	47,262	486,909	573,991	150,006	120,177	119,587	5,470	151,552	368,820	1,257	70,588	82,054	50,026	79,072
25																						
26	Jan 1, 2020	533,855	79,463	207,390	226,995	185,086	147,185	38,280	47,262	486,909	573,991	150,006	120,177	119,587	5,470	151,552	368,820	1,257	70,588	82,054	50,026	79,072
27	Contributions	197,748	9,900	16,500	25,000		106,100			407,100	57,400	29,800	21,200	21,200		236,300	42,400					
28	Interest	8,010	1,190	3,110	3,400	2,780	2,210	570	710	7,300	8,610	2,250	1,800	1,790	80	2,270	5,530	20	1,060	1,230	750	1,190
29	Expenditures	(326,000)	-	-	(132,000)	-	(45,000)	-	-	(200,000)	-	(11,220)	-	-	-	-	-	-	-	-	-	-
30	Dec 31, 2020	413,612	90,553	227,000	123,395	187,866	210,495	38,850	47,972	701,309	640,001	170,836	143,177	142,577	5,550	390,122	416,750	1,277	71,648	83,284	50,776	80,262
31																						
32	Jan 1, 2021	413,612	90,553	227,000	123,395	187,866	210,495	38,850	47,972	701,309	640,001	170,836	143,177	142,577	5,550	390,122	416,750	1,277	71,648	83,284	50,776	80,262
33	Contributions	197,748	10,100	16,800	25,500		108,200			427,500	58,500	30,400	21,600	21,600		236,300	43,200					
34	Interest	6,200	1,360	3,400	1,850	2,820	3,160	580	720	10,520	9,600	2,560	2,150	2,140	80	5,850	6,250	20	1,070	1,250	760	1,200
35	Expenditures	(280,000)	-	-	(85,000)	-	-	-	-	(475,000)	-	(10,000)	-	-	-	(434,454)	-	-	-	(70,000)	-	-
36	Dec 31, 2021	337,560	102,013	247,200	65,745	190,686	321,855	39,430	48,692	664,329	708,101	193,796	166,927	166,317	5,630	197,818	466,200	1,297	72,718	14,534	51,536	81,462
37																						
38	Jan 1, 2022	337,560	102,013	247,200	65,745	190,686	321,855	39,430	48,692	664,329	708,101	193,796	166,927	166,317	5,630	197,818	466,200	1,297	72,718	14,534	51,536	81,462
39	Contributions	197,748	10,300	17,100	26,000		110,400			448,900	59,700	31,000	22,000	22,000		236,300	44,100					
40	Interest	5,060	1,530	3,710	990	2,860	4,830	590	730	9,960	10,620	2,910	2,500	2,490	80	2,970	6,990	20	1,090	220	770	1,220
41	Expenditures	-	-	-	(70,000)	-	(300,000)	-	-	(250,000)	-	-	-	-	-	-	-	-	-	-	-	-
42	Dec 31, 2022	540,368	113,843	268,010	22,735	193,546	137,085	40,020	49,422	873,189	778,421	227,706	191,427	190,807	5,710	437,088	517,290	1,317	73,808	14,754	52,306	82,682

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**District of Lantzville**

**REPORT TO COMMITTEE OF THE WHOLE**

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**Regular COW Agenda Item  
October 16, 2017**

File: 1700-02

Q:\DISTRICT OF LANTZVILLE\Reports to Council\2017\2017 010 16 2018-2022 Financial  
Plan.docx

**AUTHOR:** Jeannie Beauchamp, Director of Financial Services

**SUBJECT:** 2018-2022 Financial Plan Deviation Explanations

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**RECOMMENDATION**

The October 16, 2017 2018-2022 Financial Plan Deviation Explanations report has been provided for information.

**ALTERNATIVES**

1. Other action, as directed by Council.

**PURPOSE**

To provide Council with an explanation for 2018 Financial Plan budget line items with a deviation over 15% and an increase greater than \$2,000 from the 2017 Financial Plan.

**BACKGROUND**

At the April 11, 2016 Council Meeting, Council passed the following motion:

THAT Council instructs staff to provide a staff report with future core budgets explaining deviations over 15% and resulting in an increase greater than \$2,000.

**CARRIED**

This report addresses this motion.

**DISCUSSION**

The following general ledger items meet the criteria, requiring inclusion in this report to Council.

GL	Account Name	2016 Financial Plan	2017 Financial Plan	Explanation
01-4-10-430	MISCELLANEOUS REVENUE	-50,000.00	-58,000.00	Includes Contribution from SD for Election
01-4-58-452	SUBDIVISION APPLICATIONS	-4,000.00	-10,000.00	In anticipation of increased subdivision applications as a result of additional water supply
01-4-10-805	ADMIN RECOVERY - GARBAGE		-13,000.00	Included in General Admin Fee last year - no change to amount
01-5-10-547	ELECTION EXPENSES		21,000.00	Election held every 4 years
01-5-10-564	CONVENTION/MEETING COUNCIL	11,070.00	18,070.00	\$7K for Councillor training post election
01-5-10-523	CORPORATE TRAINING & DEVELOPMENT		7,000.00	Split out from PD per Budget Guidelines and phased in over 3 years
01-5-10-548	PROFESSIONAL DEVELOPMENT	14,000.00	17,400.00	Per Budget Guidelines
01-5-10-530	CONTRACT - COMPUTER MAINT	10,251.00	14,700.00	Updated per new contract
01-5-25-508	BYLAW ENFORCEMENT	28,670.00	33,092.00	Set by RDN
01-5-20-549	EDUCATION - 1ST RESPONDER	6,000.00	11,200.00	Due to the number of FR recertification next year (8 members) we will need to increase the 2018 FR Training budget to \$11,200.00.
01-5-58-516	BENEFITS PENSION	4,891.72	9,060.00	Position made full time in 2017
01-5-58-692	PLANNER/AO - WAGES	51,874.04	91,800.00	Position made full time in 2017
01-5-30-587	COGS - GARBAGE TAGS		4,000.00	New GL to track, previously included in general Garbage GL
01-5-10-900	CAPITAL WORKS - COSTIN HALL	13,600.00	28,600.00	2017 included a temporary reduction to offset cost of maintenance work
01-5-10-900	CAPITAL WORKS - HERITAGE CHURCH	14,200.00	20,400.00	2017 included a temporary reduction to offset cost of maintenance work
50-4-50-449	SEWER PHASE 3	-1,875.00	-27,500.00	Phase 3 coming onboard in 2018. Will begin to temporary borrow though MFA
50-5-50-658	TELEPHONE		2,500.00	Previously included in Water in error
50-5-50-644	REGIONAL WASTEWATER TREATMENT	72,342.00	83,917.00	Set by RDN
50-5-50-968	PH3 - INTEREST	1,875.00	27,500.00	Phase 3 coming onboard in 2018. Will begin to temporary borrow though MFA

**FINANCIAL IMPLICATIONS**

Included in the summary listed above.

**COMMUNICATION STRATEGY**

This report will be available for review by the public in the October 16, 2017 Committee of the Whole meeting agenda package and available on the District of Lantzville website.

**STRATEGIC PLAN ALIGNMENT**

This report is in line with the 2015-2018 Strategic Priorities Chart: Communication, engagement and transparency.

**SUMMARY**

To provide Council with information on budget deviations as requested at the April 11, 2016 Council Meeting as part of motion C16-59.

Respectfully submitted,

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Jeannie Beauchamp  
Director of Financial Services  
District of Lantzville

Reviewed By:

Chief Administrative Officer	<i>J.L.C.</i>	Director of Financial Services		Director of Public Works		Director of Corporate Administration	
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