

**VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING AGENDA-**

Agenda for the **Committee of the Whole (Finance)** of Council of the Village of Pemberton to be held Tuesday, November 10, 2009 at 1:00 pm in White Building, 7400 Prospect Street. This is meeting No. 027

Time	Item of Business	Page No.
1:00 p.m.	1. CALL TO ORDER	
	2. APPROVAL OF AGENDA Recommendation: THAT the agenda be approved as presented.	
	3. FINANCE	
	a) Revenue & Expenditure Statement – as at September 30, 2009	2
	Recommendation: THAT the Revenue and Expenditures Statement for the nine months ended September 30, 2009 be received.	
	b) 2010 Strategic Plan/Budget Schedule	4
	Recommendation: THAT the 2010 Strategic Plan/Budget Schedule be approved as proposed.	
	c) Strategic Priorities Chart – For Information	5
	Recommendation: THAT the Strategic Priorities Chart, dated November 10, 2009, be received for information.	
	4. ADJOURNMENT	



Date: November 10, 2009
From: Roger Lundie, Manager of Finance
Subject: Revenue and Expenditure Report

RECOMMENDATIONS

THAT Council receives the Statement of Revenues and Expenses for the nine months ended September 30, 2009 as attached.

BACKGROUND AND COMMENTS

The Revenues and Expenses were reviewed for the nine months ended September 30, 2009 and compared to the 2009 Revised Annual Budget. The major variances were analysed and reconciled for the period under review and discussed with each of the Managers. A summary of the Revenues and Expenses is attached for consideration.

DISCUSSION

The total revenues are tracking well in line with budget and the annual budget will be slightly exceeded by December 31. Grants are the exception to September 30 but of course the corresponding expenditures are not made until the Grant has been received. Many of the grant expenditures have been made subsequent to funding being received after this September 30, 2009 review.

The expenses are tracking well within the annual budget and expectations are that the annual expenses will be within the annual budget. Grant expenditures have already been referred to above. Salaries in total have also been reviewed and analyzed and will be within the annual budget.

There are no further increases to Reserves contemplated at this time arising from this quarterly review. You will recall a transfer to Reserves of \$152,976 was made arising from the June 30, 2009 quarterly review and the annual budget was also revised.

This statement will form the basis of forecasting to the year end and form the basis of our budget preparations for 2010.

Attachment: Statement of Revenues and Expenses to September 30, 2009

**Village of Pemberton
Statement of Revenues and Expenses
For 9 Months Ended Sep 30 09**

<u>Revenues:</u>	<u>Actual</u>	<u>Annual Budget</u>	<u>Variance</u>
Taxation	1,523,336	1,597,758	-74,422
Grants in lieu of taxation:	75,856	83,416	-7,561
Fees, rates and service fees:	53,213	84,720	-31,507
Grants:	857,519	1,143,492	-281,848
Interest and Penalties on taxes:	89,708	97,664	-7,956
Investment income:	3,179	4,000	-821
Licences and permits:	35,233	32,425	2,808
Water and sewer user rates	1,482,392	1,470,272	12,120
Development cost charges:	<u>0</u>	<u>20,000</u>	<u>-20,000</u>
	<u>4,120,436</u>	<u>4,533,747</u>	<u>-409,187</u>
<u>Expenses:</u>			
General Government:	836,030	1,413,285	-399,099
Protective Services:	232,735	422,147	-182,258
Public Works	406,410	454,833	-48,423
Planning and Development:	151,010	192,652	-41,642
Capital:	27,902	491,000	-463,098
Community Services	26,043	234,058	-208,015
Water utility	-305,287	679,923	-985,210
Sewer utility	264,566	407,267	-142,701
Airport	-3,794	-19,999	16,205
Debt interest charges	<u>190,988</u>	<u>258,581</u>	<u>-67,593</u>
	<u>1,826,603</u>	<u>4,533,747</u>	<u>-2,521,834</u>
<u>Revenues > Expenses</u>	<u>2,293,833</u>	<u>0</u>	<u>2,112,647</u>

Date: November 10, 2009

From: Roger Lundie, Manager of Finance

Subject: Strategic Planning/Budget Schedule

RECOMMENDATIONS

THAT the proposed Strategic Planning/Budget schedule be approved.

Proposed Schedule

- | | |
|------------------------------|--|
| Thursday, November 19 | 9:00 – 4:00 Staff Only

Strategic Plan Review & Performance Measures |
| Tuesday, December 1 | 1:00 p.m. Council & Staff

a) 2009 – Year End Forecast – review
b) Performance Measures Review
c) Spreadsheet Projects and Capital
Discussion Regarding: <ul style="list-style-type: none"> • Council salaries • In house engineer • Community enhancement fund • Internal transfers • General direction regarding tax, water and sewer rates |
| Tuesday, December 8 | 1:00 p.m. Council & Staff

a) Provisional Operational Budget |
| Tuesday, December 15 | 10:30 a.m. Council & Staff

a) Amended budget incorp projects and capital
b) Impacts of water, sewer and tax rates
c) Impact on reserve balances |
| Tuesday, January 12 | 7:00 p.m Council Meeting

Approval of Strategic Plan and Provisional Budget |



STRATEGIC PRIORITIES CHART

CORPORATE PRIORITIES (Council/CAO)

1. **BOUNDARY EXTENSION**
2. **OCP UPDATE**
3. **GOVERNANCE AND BOUNDARIES**
 - Seniors Housing
 - Park and Ride Legacy
 - Skateboard/Bike Park

80% of time is spent on day to day activities

20% of time is spent on the projects noted below.

OPERATIONAL STRATEGIES (CAO/Staff)

FINANCE SERVICES (Roger)

1. Monthly Budget Review - November
2. PNID Water Rates/Agreement - November
3. Asset Management Replacement Plan – November/December
 - Finance Procedure Manual
 - Tangible Capital Asset Restatement
 - 2010 Budget - November

CAO (Lori)

1. Governance & Boundaries – Nov/Dec
2. Park and Ride/Legacy - November
3. Seniors Housing – Nov/Dec
 - PNID Bulk Water Rates/Agreement – Nov/Dec
 - Skateboard Park Fundraising - Nov
 - Boundary Expansion – Nov/Dec

ADMINISTRATIVE SERVICES (Sheena)

1. Airport – 2010 Olympic Use Leases – November
2. Airport – outstanding lease issues -Nov
3. 2010 Contracts (snow removal) - November
 - 2010 Strat Plan/Performance Measures – Nov/Dec
 - 2010 Information Brochure - Nov
 - Website Hosting Upgrade – Nov/Dec

DEVELOPMENT SERVICES (Caroline)

1. Regional Growth Strategy – Oct
2. OCP Update Phase 2 & 3 – Dec - Apr
3. Housing Strategy: Report – Final - Dec
 - Downtown Enhancement – Nov
 - Parks Plan – Nov
 - Breach Flow RFQ – Nov

COMMUNITY SERVICES (Richard)

1. AWOS III Base Install - November
2. One Mile Lake Trails - November
3. DCC Bylaw – December
 - Airport Servicing Plan RFP – Nov/Dec
 - Building Bylaw
 - Subdivision Servicing Bylaw

PUBLIC WORKS (Russell)

1. Oversee construction Park and Rides – Nov/Dec
2. AWOS III Base install – Nov
3. 2010 Works Operation Plan – Nov-Jan
 - Water Main Looping
 - Sewer Treatment Plant Decommission
 - Update Wellhead Protection Plan

FIRE SERVICES (Russell)

1. 2010 Readiness Plan - Dec
2. Policy Manual Update - December
3. Succession Planning
 - Mt. Currie Fire Service Agreement
 - 911 Implementation
 - Recruitment

OVER FLOW

Admin:

- Citizens on Patrol
- GamesTown 2010 – Nov - Jan
- Policy & Procedure Manual Review – Nov/Dec
- Run of River

Development Services:

- GIS Collaboration - On going
- Crown Land Apps (Lot 13 and One Mile) - Dec
- Community Amenity Charge vs Density Bonus Bylaw – Jan - March
- Frontier Street Park Plan – Jan
- Development Procedures Bylaw – Jan
- Patio Policy – Jan

Community Services:

- Soils Removal/Construction Site Bylaws
- Leak Detection/Zone Meters RFP – Jan
- Water Main Looping – March