



## **NOTICE OF A SPECIAL MEETING**

**AGENDA** for the Special Meeting to be held on Monday, January 24, 2022 in the Council Chambers of the Municipal Office, 1 Mackenzie Boulevard, Mackenzie, BC.

**1. CALL TO ORDER AT 6:00 PM**

*We would like to begin by acknowledging the land on which we gather is within the traditional territory of the Tse'khene People of the McLeod Lake Indian Band.*

**2. PRESENTATION**

- a) Kerri Borne, Chief Financial Officer, will provide a presentation to the public on the 2022 Provisional Operating and Capital Budgets. A copy of the 2022 Provisional Operating and Capital Budget Information Book has been attached to this agenda for further information. 2 - 35

**3. PUBLIC COMMENT AND QUESTIONS**

- a) Mayor Atkinson welcomes members of the public to provide any comments or ask questions regarding the 2022 Budget.

**4. ADJOURNMENT**

# 2022 PROVISIONAL OPERATING AND CAPITAL BUDGETS



Photo taken by Marcus Paladino



**Special Meeting**  
**Monday January 24, 2022**  
**6:00 pm**



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## REVENUES 2022

The overall 2022 operating revenue budget is \$12,705,807, a decrease of \$1,713,268 from the 2021 amended budget of \$14,419,075.

DESCRIPTION	2022 BUDGET	2021 BUDGET	2021-2022 VARIANCE
TAXATION, 1% UTILITY AND GRANTS IN LIEU	\$7,727,129	\$8,267,811	\$(540,682)
SALES OF SERVICE	\$720,998	\$690,915	\$30,083
LICENCES AND PERMITS	\$75,225	\$76,275	\$(1,050)
OTHER REVENUES	\$2,724,750	\$3,588,399	\$(863,649)
GRANTS	\$1,457,705	\$1,795,675	\$(337,970)
<b>TOTAL REVENUE</b>	<b>\$12,705,807</b>	<b>\$14,419,075</b>	<b>\$(1,713,268)</b>

Changes in the budget include:

Decrease in Taxations, 1% Utility and Grants in Lieu:

Reflects loss of major industry assessment value, reduction of 1% utility taxes, and proposed tax revenue increases.

Decrease in Other Revenues:

Interest on investments recognized a decrease due to low interest rates. 2021 reflects 2020 year end surplus funds that were moved to reserves. 2021 includes the amended budget value for the McLeod Lake Mackenzie Community Forest (MLMCF) dividends that are not known until June.

Decrease in Grants:

Reduction due to 2021 one-time operational grants and special additional funding under the Gas Tax Agreement for 2021 only.



Proposed property tax revenue as follows:

DESCRIPTION	2022	2021	2021-2022 VARIANCE
RESIDENTIAL	\$1,713,338	\$1,570,429	\$142,909
UTILITIES	\$858,899	\$850,967	\$7,932
MAJOR INDUSTRY	\$1,813,938	\$2,521,442	\$(707,504)
LIGHT INDUSTRY	\$259,816	\$238,145	\$21,671
BUSINESS OTHER	\$447,307	\$409,998	\$37,309
RECREATION	\$187	\$171	\$16
<b>TOTAL</b>	<b>\$5,093,485</b>	<b>\$5,591,152</b>	<b>\$(497,667)</b>

❖ 2022 property tax value is based on the permanent loss of taxable assessment value due to closure allowance of industrial property

## DEFINITIONS

**TAXATION, 1% UTILITY AND GRANTS IN LIEU:** Tax revenue is calculated on assessed land and improvements. 1% utility taxes are based on revenues earned by Fortis BC, Telus and BC Hydro. Grants in Lieu are for federal and provincial owned properties that are exempt from paying property taxes but pay the equivalent amount in a grant.

**SALES OF SERVICE:** Includes all service and user charges such as custom works, cemetery plots along with residential and commercial garbage billings. Recreation Services revenues are also included in this section.

**LICENCES AND PERMITS:** Includes business licences, building permits, animal licences, and zoning applications.

**OTHER REVENUES:** Revenues from tickets, animal boarding, and RV Park. Also receive revenue from lease agreements at the airport and Justice Building. Includes interest earned on investments, tax penalties and interest, miscellaneous revenue, funding for depreciation, use of prior year surplus and transfer from the Financial Stability Reserve.

**GRANTS:** Funds received from the Federal, Provincial and Regional District Governments that are used for municipal operations. This also includes grant funding from other sources for operational projects.



## GENERAL GOVERNMENT 2022

The General Government budget includes Council, Administration, Finance, Common Services and Economic Development expenses. Grants to the Chamber of Commerce and other groups are incorporated into this section.

The 2022 budget is \$2,409,129 a decrease of \$77,217 from the 2021 amended budget of \$2,486,346.

DESCRIPTION	2022 BUDGET	2021 BUDGET	2021-2022 VARIANCE
COUNCIL	\$211,951	\$208,926	\$3,025
GRANTS & CHAMBER OF COMMERCE	\$217,150	\$244,900	\$(27,750)
ADMINISTRATION	\$811,710	\$674,300	\$137,410
FINANCE	\$658,290	\$733,886	\$(75,596)
COMMON SERVICES/COMPUTER/MTCE	\$405,624	\$370,920	\$34,704
ECONOMIC DEVELOPMENT	\$138,400	\$287,410	\$(149,010)
ALLOCATION TO WATER/SEWER	\$(84,000)	\$(84,000)	\$0
DEPRECIATION	\$50,004	\$50,004	\$0
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$2,409,129</b>	<b>\$2,486,346</b>	<b>\$(77,217)</b>

Changes in the budget include:

Decrease in Grants & Chamber of Commerce:

Maintenance project funded and completed in 2021 only.

Increase in Administration:

Economic Development wages, benefits and training expenses reallocated to Administration.

Decrease in Finance:

Reflects reduction of one staff position and increase for operational projects.

Increase in Common Services/Computer/Maintenance

Increase to include NDIT Intern for portion of the year.

Decrease in Economic Development

Economic Development wages/benefits and training expenses reallocated to Administration. Reduction in operational spending.



## **DEFINITIONS**

**COUNCIL:** Council wages, memberships and dues, advertising, training, travel and convention expenses.

**GRANTS & CHAMBER OF COMMERCE:** Cash and in-kind grants provided to non-profit organizations throughout the year. Grant provided to the Chamber of Commerce for the annual operation of the local office.

**ADMINISTRATION:** Expenses related to department operations including wages and benefits for corporate staff and economic development, dues and memberships, travel and seminars, and legal fees.

**FINANCE:** Expenses related to department operations including wages and benefits, dues and memberships, travel and seminars, and audit fees.

**COMMON SERVICES/COMPUTER/MTCE:** Expenses that impact the municipal office including advertising, insurance, office stationery, and bank fees. Computer costs include annual fees for financial and computer software, as well as technology hardware. Maintenance costs cover expenses to maintain the municipal office, and dental building. Also includes expenses related to Northern Development Initiative Trust (NDIT) intern.

**ECONOMIC DEVELOPMENT:** Expenses required for the operation of the department including marketing and operational projects.

**ALLOCATION TO WATER/SEWER:** Administrative expenses transferred to water and sewer budgets.

**DEPRECIATION:** Annual reduction of the value of general government fixed assets.



## FISCAL SERVICES 2022

Fiscal Services include payments for debts and loans, transfer of funds to reserves, and transfer to surplus.

The 2022 budget is \$1,437,541 a decrease of \$1,242,032 from the 2021 amended budget of \$2,679,573.

DESCRIPTION	2022 BUDGET	2021 BUDGET	2021-2022 VARIANCE
FISCAL EXPENSES	\$10,250	\$11,450	\$(1,200)
TRANSFER TO RESERVES	\$1,427,291	\$2,668,123	\$(1,240,832)
TRANSFER TO SURPLUS	\$0	\$0	\$0
<b>TOTAL FISCAL SERVICES</b>	<b>\$1,437,541</b>	<b>\$2,679,573</b>	<b>\$(1,242,032)</b>

Changes in the budget include:

Decrease in Transfer to Reserves:

2021 reflects 2020 year end surplus funds that were moved to reserves, along with the 2021 dividends from MLMCF that are not known until June.

### DEFINITIONS

FISCAL EXPENSES: Interest on prepayment of property taxes and bad debt expense.

TRANSFER TO RESERVES: Reserves are set up to put aside money from the current year's operations to finance future period capital expenditures.

TRANSFER TO SURPLUS: Additional funds moved to surplus.

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## PROTECTIVE SERVICES 2022

Protective Services includes the departments of the District that provide services to ensure the safety and security of persons and property. This can include the Fire Department, fuel mitigation, building inspections and bylaw services.

The 2022 budget is \$1,763,436, a decrease of \$74,011 from the 2021 amended budget of \$1,837,447.

DESCRIPTION	2022 BUDGET	2021 BUDGET	2021-2022 VARIANCE
FIRE DEPARTMENT	\$501,918	\$548,810	\$(46,892)
FUEL MITIGATION	\$514,918	\$557,146	\$(42,228)
INDUSTRIAL AREA FIRE BUILDING	\$9,200	\$8,877	\$323
BUILDING INSPECTIONS	\$160,743	\$162,853	\$(2,110)
BYLAW SERVICES	\$214,939	\$229,578	\$(14,639)
EMERGENCY MANAGEMENT	\$7,700	\$7,700	\$0
EMERGENCY SERVICES BLDG	\$57,311	\$31,311	\$26,000
OTHER PROTECTIVE SERVICES	\$146,707	\$141,172	\$5,535
DEPRECIATION	\$150,000	\$150,000	\$0
<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$1,763,436</b>	<b>\$1,837,447</b>	<b>\$(74,011)</b>

Changes in the budget include:

Decrease in Fire Department:

Reduction of one staff position.

Increase in Fuel Mitigation:

Increase in grants received to complete additional fuel mitigation work.

Decrease in Bylaw Services:

Reduction of expenses to properly reflect operational needs.

Increase in Emergency Services Building:

Increase due to new building and additional expenses related to insurance, supplies and utilities.

Increase in Other Protective Services:

Reflects additional funding received and increase to operating costs.



## **DEFINITIONS**

**FIRE DEPARTMENT:** Expenses related to the administration and operation of the fire department including volunteer firefighters.

**FUEL MITIGATION:** Expenses related to fuel mitigation projects along Hwy 39 and John Dahl Park.

**INDUSTRIAL AREA FIRE BUILDING:** Expenses for the maintenance of Fire Hall#2 building.

**BUILDING INSPECTIONS:** Expenses related to department operations including wages and benefits, dues and memberships, travel and seminars, and legal fees.

**BYLAW SERVICES:** Expenses related to department operations including wages and benefits, vehicle, training and travel, bylaw supplies, as well as miscellaneous expenses. Bylaw building maintenance is also included.

**EMERGENCY MANAGEMENT:** Expenses related to the Emergency Management program, including training, travel, materials and supplies.

**EMERGENCY SERVICES BUILDING:** Expenses for the Fire Department building that include utilities, janitorial services and all wages and benefits and supplies related to the maintenance of the building and grounds.

**OTHER PROTECTIVE SERVICES:** Expenses related to the maintenance of the Justice building that is recovered through lease agreements. Also includes the administration of the Victim Assistance Program.

**DEPRECIATION:** Recognition of the allocated cost of protective services fixed assets useful life for the year.



## TRANSPORTATION SERVICES

Transportation Services is managed by the Public Works department and they are responsible for maintaining the four buildings at the Public Works yard, the Municipal Office, the Emergency Services building, Dental Office, and the Chamber of Commerce building.

Public Works performs repairs to paved and gravel roads, curbs, gutters and sidewalks, catch basins, storm sewers, and ditch cleaning.

The District of Mackenzie has a registered airport and a 5,000-foot lighted runway with navigational aids – a NDB (Non-Directional Beacon) which is decertified but operational, and is maintained by NAV Canada. The District has a Global Positioning System (GPS) approach and is also considering a GPS departure. The Airport is governed by Transport Canada’s Aerodrome standards and requires periodic inspections.

The parks crew maintains all grass cutting on boulevards, parks and five ball fields and various flower beds. They also maintain Gantahaz Lake, First and Second Beach, and the grounds at the tourist information site. The parks crew is also responsible for cleaning the RV park washrooms and grounds.

The 2022 budget is \$3,322,575, a decrease of \$16,112 from the 2021 amended budget of \$3,338,687.

DESCRIPTION	2022 BUDGET	2021 BUDGET	2021-2022 VARIANCE
ADMINISTRATION	\$903,328	\$937,362	\$(34,034)
STREETS AND ROADS	\$619,216	\$667,659	\$(48,443)
TRAFFIC AND STREET LIGHTING	\$157,931	\$157,931	\$0
616 AREA	\$31,352	\$31,352	\$0
AIRPORT	\$243,281	\$224,192	\$19,089
GENERAL EQUIPMENT	\$18,265	\$15,390	\$2,875
ENVIRONMENT & PUBLIC HEALTH	\$422,773	\$378,053	\$44,720
BEACHES AND PARKS	\$262,664	\$262,983	\$(319)
DEPRECIATION	\$663,765	\$663,765	\$0
<b>TOTAL TRANSPORTATION SERVICES</b>	<b>\$3,322,575</b>	<b>\$3,338,687</b>	<b>\$(16,112)</b>



Changes in the budget include:

Decrease in Administration:

Reduction in expenses due to reduction in spending.

Decrease in Streets and Roads:

Reduction due to 2021 special project for Railway Crossing.

Increase in Airport:

Increase for operation of terminal building and service agreement.

Increase Environment and Public Health:

Increase for cemetery plan project and demolition of the Dental Building.

## **DEFINITIONS**

**ADMINISTRATION:** Expenses related to department operations including wages and benefits, safety program expenses, custom works, as well as building and shop maintenance.

**STREETS AND ROADS:** Services provided to plow, sand and sweep streets, boulevard cleaning, patch and crack filling, grading of gravel roads, repairs to curbs and cleaning of ditches and catch basins.

**TRAFFIC AND STREET LIGHTING:** Expenses related to cross walk painting, street lighting, and materials for traffic and street signs.

**616 AREA:** This area is the parking lot from in front of Mackenzie Counselling to the Town Centre Mall. The expenses are related to snow removal, maintenance, and street lighting performed by the District. 40% of the amounts expensed by the District are recovered from the property owners in the complex on the next year's tax notice.

**AIRPORT:** Maintenance of the airport grounds and building.

**GENERAL EQUIPMENT:** Expenses related to fuel, oil and supplies for small machinery.

**ENVIRONMENTAL AND PUBLIC HEALTH:** Services including garbage collection, mosquito control and maintenance related to the cemetery and dental building.

**BEACHES AND PARKS:** Expenses for work done at the beaches and all community parks, including RV park maintenance.

**DEPRECIATION:** Annual reduction of the value of transportation and public health fixed assets.



## PARKS AND RECREATION SERVICES

Recreation Services is responsible for overseeing the operation and programming of the Recreation Centre, Little Mac Ski Hill, John Dahl Regional Park, the Ernie Bodin Community Centre, local tennis courts, skate park and inspections of neighborhood playground equipment located throughout Mackenzie.

Recreation Services also liaises with the local community groups and assists these groups where appropriate in developing, marketing, and delivering their programs. Recreation Services acts as a local resource for the coordination of community events, wellness, and quality of life initiatives.

The 2022 budget is \$3,773,126, a decrease of \$303,898 from the 2021 amended budget of \$4,077,024.

DESCRIPTION	2022 BUDGET	2021 BUDGET	2021-2022 VARIANCE
PARKS AND PLAYGROUNDS	\$83,300	\$21,734	\$61,566
LITTLE MAC SKI HILL	\$130,830	\$110,401	\$20,429
SWIMMING POOL	\$555,046	\$639,327	\$(84,281)
ARENA	\$370,753	\$378,523	\$(7,770)
ADMINISTRATION	\$543,047	\$749,568	\$(206,521)
GENERAL BUILDING SERVICES	\$1,047,596	\$1,083,845	\$(36,249)
EBCC OPERATIONS/MAINTENANCE	\$82,487	\$133,559	\$(51,072)
LIBRARY CONTRIBUTION	\$278,881	\$278,881	\$0
DEPRECIATION	\$681,186	\$681,186	\$0
<b>TOTAL PARKS &amp; RECREATION SERVICES</b>	<b>\$3,773,126</b>	<b>\$4,077,024</b>	<b>\$(303,898)</b>

Changes in the budget include:

Decrease in Swimming Pool:

Reduction to reflect actual costs and reduction of pool opening hours.

Decrease in Administration:

Reduction to reflect actual costs.

Decrease in General Building Expenses:

Reduction in spending and supervised programming.



Decrease in EBCC Operations/Maintenance Expenses:

Reduction to reflect 2021 funding for Condition and Hazmat Assessment.

## **DEFINITIONS**

**PARKS AND PLAYGROUNDS:** Maintenance and repair of John Dahl Park and playground inspections.

**LITTLE MAC SKI HILL OPERATIONS:** Expenses related to the operations and maintenance of the ski hill, equipment and building.

**SWIMMING POOL:** Expenses related to the operations and maintenance including wages and benefits, permit fees, travel and training, and supplies.

**ARENA:** Expenses related to the operations and maintenance of the ice rink, compressors and dressing rooms.

**ADMINISTRATION:** Expenses related to department operations including wages and benefits, travel and training, marketing and communications.

**GENERAL BUILDING SERVICES:** Expenses related to the operation of the building, grounds, outdoor rink, and recreation programs.

**ERNIE BODIN COMMUNITY CENTER OPERATIONS AND MAINTENANCE:** Expenses related to the maintenance and janitorial work of the building.

**LIBRARY CONTRIBUTION:** Annual funding to supplement operating costs.

**DEPRECIATION:** Annual reduction of the value of parks and recreation fixed assets.



## WATER 2022

The District has three wells and two pump stations, one booster station and a 500,000-gallon reservoir in town.

There are two wells in Gantahaz and a 100,000-gallon reservoir.

There are 174 fire hydrants which are maintained throughout the District.

A non-potable water system is maintained in the industrial area to provide for fire protection.

The 2022 budget is \$756,598, a decrease of \$395,185 from the 2021 amended budget of \$1,151,783.

### REVENUE

DESCRIPTION	2022 BUDGET	2021 BUDGET	2021-2022 VARIANCE
SALES OF SERVICE	\$672,989	\$626,967	\$46,022
RETURN ON INVESTMENTS	\$10,000	\$10,000	\$0
TRANSFER PRIOR YEAR SURPLUS	\$4,600	\$445,807	\$(441,207)
TRANSFER FROM NFA SURPLUS	\$69,009	\$69,009	\$0
<b>TOTAL WATER REVENUE</b>	<b>\$756,598</b>	<b>\$1,151,783</b>	<b>\$(395,185)</b>

Changes in the budget include:

Increase in Sales of Service Revenue:

Increase to water user billings which reflect the proposal of keeping the 2021 bylaw rates, but removing the 10% early payment discount.

Decrease in Transfer Prior Year Surplus Revenue:

2021 reflects the excess 2020 surplus amount that was transferred to reserves in the amended budget.

### DEFINITIONS

**SALES OF SERVICE:** Water user billings to commercial and residential customers. Also includes any custom work and water turn on/off requests.

**RETURN ON INVESTMENTS:** The interest earned on the water fund balance.



TRANSFER PRIOR YEAR SURPLUS: Value of previous year capital projects not completed, one-time operational projects, and excess funds transferred to reserves.

TRANSFER FROM NON FIXED ASSETS SURPLUS: Cover the cost of annual depreciation.

## EXPENSES

DESCRIPTION	2022 BUDGET	2021 BUDGET	2021-2022 VARIANCE
ADMINISTRATION	\$125,126	\$125,061	\$(5,257)
PUMP STATIONS	\$106,659	\$108,743	\$(2,084)
DISTRIBUTION & MAINTENANCE	\$199,331	\$195,600	\$3,731
GANTHAZ WATER SYSTEM	\$11,374	\$17,140	\$(5,766)
INDUSTRIAL PUMP HOUSE	\$15,882	\$14,752	\$1,130
TRANSFER TO RESERVES	\$229,217	\$616,156	\$(386,939)
DEPRECIATION	\$69,009	\$69,009	\$0
<b>TOTAL WATER EXPENSES</b>	<b>\$756,598</b>	<b>\$1,151,783</b>	<b>\$(395,185)</b>

Changes in the budget include:

Decrease in Administration Expense:  
Reduction to reflect actual expenses.

Decrease in Gantahaz Water System Expense:  
Reduction to reflect actual expenses.

Decrease in Transfer to Reserves Expense:  
2021 reflects the excess 2020 surplus amount that was transferred to reserves in the amended budget along with the increase in 2022 transfer to reserves.

## DEFINITIONS

ADMINISTRATION: Expenses for any custom work requests, meter reading, training, insurance, and vehicle costs.

PUMP STATIONS: Repairs and maintenance for the pump and booster stations. Approximately 41% of these costs are hydro expenses for running the pumps.





**DISTRIBUTION AND MAINTENANCE:** Repairs and maintenance of all water mains and pressure reducing stations.

**GANTHAZ WATER SYSTEM:** Maintenance, repair and hydro for the Gantahaz well and hydrants.

**INDUSTRIAL PUMP HOUSE:** Maintenance, repair, insurance and utilities for the fire suppression system out in the industrial area.

**TRANSFER TO RESERVES:** Funds from operations to fund current and future year capital expenditures.

**DEPRECIATION:** Annual reduction of the value of water fixed assets.



## SEWER 2022

The Sewer Department maintains all sewer main and manhole repairs, two lift stations and a sewer lagoon. The lagoon consists of a complete mix aeration tank, two settling ponds, and a wetland. As well on the lagoon site there are septage handling ponds that are used for septic tank trucks and the sludge from our existing ponds. To accommodate this excess runoff in the spring which the flows through the sanitary sewer system, causing the District to exceed our outflow permits, there is a storm sewer detention pond.

The 2022 budget is \$602,595, a decrease of \$49,093 from the 2021 amended budget of \$651,688.

### REVENUE

DESCRIPTION	2022 BUDGET	2021 BUDGET	2021-2022 VARIANCE
SALES OF SERVICE	\$484,587	\$432,028	\$52,559
RETURN ON INVESTMENTS	\$3,000	\$0	\$3,000
TRANSFER PRIOR YEARS SURPLUS	\$0	\$104,652	\$(104,652)
TRANSFER FROM NFA SURPLUS	\$115,008	\$115,008	\$0
<b>TOTAL SEWER REVENUE</b>	<b>\$602,595</b>	<b>\$651,688</b>	<b>\$(49,093)</b>

Changes in the budget include:

Increase in Sales of Service Revenue:

Increase to sewer user billings which reflect the proposal of keeping the 2021 bylaw rates, but removing the 10% early payment discount.

Decrease in Transfer Prior Year Surplus Revenue:

2021 reflects the excess 2020 surplus amount that was transferred to reserves in the amended budget.

### DEFINITIONS

**SALES OF SERVICE:** Sewer user billings to commercial and residential customers. Includes any custom work requests and portable toilet rentals.

**RETURN ON INVESTMENTS:** The interest earned on the sewer fund balance.



TRANSFER PRIOR YEARS SURPLUS: Value of previous year capital projects not completed, one-time operational projects, and excess funds transferred to reserves.

TRANSFER FROM NON-FIXED ASSETS SURPLUS: Cover the cost of annual depreciation.

## EXPENSES

DESCRIPTION	2022 BUDGET	2021 BUDGET	2021-2022 VARIANCE
ADMINISTRATION	\$109,165	\$107,560	\$1,605
COLLECTION SYSTEM	\$56,675	\$56,635	\$40
SANITARY SEWER OPERATIONS	\$133,107	\$116,586	\$16,521
TRANSFER TO RESERVES	\$188,640	\$255,899	\$(67,259)
DEPRECIATION	\$115,008	\$115,008	\$0
<b>TOTAL SEWER EXPENSES</b>	<b>\$602,595</b>	<b>\$651,688</b>	<b>\$(49,093)</b>

Changes in the budget include:

Increase in Sanitary Sewer Expense:

Reflects the increase of sample testing required by Northern Health.

Decrease in Transfer to Reserves Expense:

2021 reflects the excess 2020 surplus amount that was transferred to reserves in the amended budget along with the increase in 2022 transfer to reserves.

## DEFINITIONS

ADMINISTRATION: Expenses for any custom work done, training, wages and benefits for general sewer output administration including vehicle costs and training.

COLLECTION SYSTEM: Includes main repair and flushing, and lift station repair and maintenance.

SANITARY SEWER OPERATIONS: Costs associated with the operation and maintenance of lagoons and lift stations, portable toilets, and weekly sample testing.

TRANSFER TO RESERVES: Funds from operations to fund current and future year capital expenditures.

DEPRECIATION: Annual reduction of the value of sewer fixed assets.



## 2022 CAPITAL REQUESTS SUMMARY

DESCRIPTION	TOTAL REQUEST (\$'S)
<b>GENERAL GOVERNMENT</b>	
Municipal Hall Refresh (carry over)	106,500
Audio Visual Upgrades	197,175
Community Signage	54,194
<b>TOTAL GENERAL GOVERNMENT</b>	<b>357,869</b>
<b>PROTECTIVE SERVICES</b>	
Fire Hall Project (carry over)	2,309,995
RCMP HVAC Replacement (carry over)	35,850
New Ladder Truck	1,500,000
Turnout Gear	40,000
<b>TOTAL PROTECTIVE SERVICES</b>	<b>3,885,845</b>
<b>TRANSPORTATION SERVICES</b>	
Road Paving	500,000
Asphalt Crack Router	27,500
Tar Kettle	70,500
Commercial Garbage Truck	305,000
Hot Patch Paver	92,000
Infrared Asphalt Recycler	18,000
Air Compressor	22,000
All Terrain Vehicle	45,000
<b>TOTAL TRANSPORTATION SERVICES</b>	<b>1,080,000</b>
<b>PARKS AND RECREATION SERVICES</b>	

Recreation Roof Replacement (carry over)	352,500
Signature Trail Project (carry over)	645,948
Energy Reductions Project (pending grant approval)	2,994,692
Audio Visual Upgrades	143,700
Recreation Centre Cladding Replacement	50,000
Pool Upgrades	50,000
Squash/Basketball Court	90,000
<b>TOTAL PARKS AND RECREATION SERVICES</b>	<b>4,326,840</b>
<b>TOTAL GENERAL FUNDS</b>	<b>9,650,554</b>
<b>WATER</b>	
Pressure Reducing Valves Replacement	351,750
Gantahaz Pipe & Meter Replacement	56,000
Gantahaz Well #4 Above Ground Vault	76,300
<b>TOTAL WATER</b>	<b>484,050</b>
<b>SEWER</b>	
Lagoon Outfall Chamber	83,200
Sewer Line Rehabilitation	115,000
<b>TOTAL SEWER</b>	<b>198,200</b>
<b>TOTAL WATER AND SEWER</b>	<b>682,250</b>
<b>TOTAL CAPITAL REQUESTS</b>	<b>10,332,804</b>



## GENERAL GOVERNMENT

### CARRY OVER PROJECTS

- Municipal Hall Refresh **Cost:** \$106,500

### NEW PROJECTS

- Audio Visual Upgrades **Cost:** \$197,175  
**Funding:** \$197,175 COVID-19 Local Government Restart Grant

**Description:**

Current equipment in Council Chambers does not allow for Council to participate in virtual meetings effectively. The internet connections are not stable, and the current equipment does not have the capability to connect to video conferencing and virtual meeting software to effectively allow participation by those in the room or elsewhere.

**Estimated Future Operational Impact:** None

- Community Signage **Cost:** \$54,194  
**Funding:** \$54,194 General Capital Reserve

**Description:**

Purchase and installation of Priority Zone 2 signage as indicated in the Signage Strategy. The area includes Recreation Centre & Library, Ernie Bodin Community Centre, and Little Mac Ski Hill.

**Estimated Future Operational Impact:** None

**TOTAL GENERAL GOVERNMENT:** \$357,869



## PROTECTIVE SERVICES

### CARRY OVER

- Fire Hall Project **Cost:** \$2,309,995
- RCMP HVAC Replacement **Cost:** \$35,850

### NEW PROJECTS

- New Ladder Truck **Cost:** \$1,500,000  
**Funding:** \$500,000 Fire Vehicle & Equipment Reserve  
\$1,000,000 Municipal Financing Loan

**Description:**

Engine 12 has reached its life expectancy and does not currently meet the requirements of the Fire Underwriters Survey. The Underwriters Laboratories of Canada (U.L.C.) Standard S515-M88 titled "Standard for Automobile Fire Fighting Apparatus" states that after 20 years apparatus should be replaced. Engine 12 is currently 22 years and not reliable to be a front line apparatus.

**Estimated Future Operational Impact:** Increase for insurance and annual servicing.

- Turnout Gear **Cost:** \$40,000  
**Funding:** \$40,000 Fire Vehicle & Equipment Reserve

**Description:**

Turnout gear is worn by firefighters to protect against heat, chemicals, abrasions and cold weather. Requirements for the gear are set by WorksafeBC and the National Fire Protection Association (NFPA), and has been common practice to replace the gear between 5-10 years as the effectiveness to protect fire fighters is diminished based on the amount of use and how often it was exposed to heat or chemicals.

**Estimated Future Operational Impact:** None

**TOTAL PROTECTIVE SERVICES:** \$3,885,845



## TRANSPORTATION SERVICES

### NEW PROJECTS

- Road Paving **Cost:** \$500,000  
**Funding:** \$500,000 Gas Tax Reserve

**Description:**

Paving plan will be developed in 2022 and priority areas will be determined.

**Estimated Future Operational Impact:** None

- Asphalt Crack Router **Cost:** \$27,500  
**Funding:** \$27,500 Vehicle & Equipment Replacement Reserve

**Description:**

The current asphalt crack router has passed its life cycle of 20 years and is reaching 33 years of age. It is costing more for maintenance and the equipment is not operating to its optimal performance making the tasks take longer and becoming more physically challenging to operate.

**Estimated Future Operational Impact:** Reduction in maintenance costs.

- Tar Kettle **Cost:** \$70,500  
**Funding:** \$70,500 Vehicle & Equipment Replacement Reserve

**Description:**

The current tar kettle has passed its life cycle of 20 years and is reaching 33 year of age. It is costing more for maintenance and the metal housing is getting compromised and there are safety concerns around safely housing hot tar.

**Estimated Future Operational Impact:** Reduction in maintenance costs.

- Commercial Garbage Truck **Cost:** \$305,000  
**Funding:** \$305,000 Vehicle & Equipment Replacement Reserve

**Description:**

The commercial garbage truck is reaching its life expectancy of 20 years and has had costly maintenance repairs in the last few years. A business case will be developed and presented to Council to determine if the most cost-effective way to deliver commercial garbage service is through internal operations or a third



party.

**Estimated Future Operational Impact:** N/A

- Hot Patch Paver

**Cost:** \$92,000

**Funding:** \$92,000 Vehicle & Equipment Replacement Reserve

**Description:**

The District has a need for a hot patch paver to repair pot holes in the roads. Currently a "cold patch" is used which is not useful in the north since it pounds out in cold weather, therefore; costing more in materials and labour. This piece of equipment will address the wearing of the roads to extend the time frame before they are required to be replaced.

**Estimated Future Operational Impact:** \$1,500 for insurance, maintenance and fuel costs.

- Infrared Asphalt Recycler

**Cost:** \$18,000

**Funding:** \$18,000 Vehicle & Equipment Replacement Reserve

**Description:**

The Infrared Asphalt Recycler will compliment the Hot Patch Paver to repair potholes, but also to repair and restore broken asphalt.

**Estimated Future Operational Impact:** \$500 annually for maintenance and propane.

- Air Compressor

**Cost:** \$22,000

**Funding:** \$22,000 Vehicle & Equipment Replacement Reserve

**Description:**

Purchase of an Air Compressor which is used for asphalt repair, concrete removal, and blowing out waterlines for winter. Currently rent air compressor and reliant on availability.

**Estimated Future Operational Impact:** \$1,500 for insurance, maintenance and fuel costs.

- All Terrain Vehicle

**Cost:** \$45,000

**Funding:** \$45,000 Vehicle & Equipment Replacement Reserve

**Description:**

One of the fleet trucks at the Recreation Centre is scheduled to be replaced this year and with the snowmobile nearing the end of its life cycle, it is recommended to purchase an ATV with cab, snow tracks and snowblower instead of replacing the two fleet vehicles. The ATV is more effective and can be used for multiple purposes all year round to access trails, transport on the ski hill, and clear snow around the Recreation Centre and Outdoor Rink.



**Estimated Future Operational Impact:** reduction of approximately \$500 annually for maintenance costs.

**TOTAL PUBLIC WORKS:** \$1,080,000



## PARKS AND RECREATION SERVICES

### CARRY OVER PROJECTS

- Recreation Roof Replacement **Cost:** \$352,500
- Signature Trail Project **Cost:** \$645,948

### NEW PROJECTS

- Energy Reductions Project (pending grant approval) **Cost:** \$2,994,692  
**Funding:** \$598,938 Capital Renewal Reserve  
\$2,395,754 Community Buildings Program (pending approval)

**Description:**

Replacement of the arena ice slab and boards have passed their life expectancy of 35 years and are reaching 48 years of age. Brine leaks have been detected but not able to be traced, so it is likely happening in the slab itself and going into the ground. The leaks are not a huge issue until they move towards the surface and melt the ice, making the ice surface unplayable. This happened to the curling rink, which was built in 1969 and decommissioned in 2018. The ice surface is an important part of the community as it provided activities to the public during the long winter season and is a social hub for the community. The project also includes replacing and upgrading water heaters, arena insulation, heat pump recovery system, and various mechanical/electrical components.

**Estimated Future Operational Impact:** Reduction of approximately \$10,000 in energy savings annually

- Audio Visual Upgrades **Cost:** \$143,700  
**Funding:** \$143,700 COVID-19 Local Government Restart Grant

**Description:**

The Community Hall is considered a secondary Council Meeting location if more space is required. Currently the audio visual equipment does not allow for virtual participation at meetings, so to ensure that there is the ability to engage the public in Council Meetings an upgrade to the audio visual equipment is required.

**Estimated Future Operational Impact:** None

- Recreation Centre Cladding Replacement **Cost:** \$50,000  
**Funding:** \$50,000 Capital  
Renewal Reserve

**Description:**

Replace cladding at a number of locations at the Recreation Centre. Over the years there has been damage done to the cladding, which is resulting in snow/wind to enter the facility.

**Estimated Future Operational Impact:** None

- Pool Upgrades **Cost:** \$50,000  
**Funding:** \$50,000 Capital  
Renewal Reserve

**Description:**

Replace sections of tile in and around the pool area as they are starting to show signs of corrosion and before they start to lift and cause safety issues. The steel beams in the pool are starting to corrode and before they start to compromise the integrity of the roof system they need to be scraped and repainted.

**Estimated Future Operational Impact:** None

- Squash/Basketball Court **Cost:** \$90,000  
**Funding:** \$23,100 General  
Capital Reserve  
\$53,900 NDIT Grant

**Description:**

Creating a multi-use, non-structured recreational space to allow for drop-in soccer, volleyball, basketball, yoga, squash etc, making it fully programmable without incurring any additional staffing costs and/or availability limitations. The location will be in the space previously occupied by the play gym and climbing wall.

**Estimated Future Operational Impact:** None

**TOTAL RECREATION SERVICES:** \$4,326,840



## WATER

### NEW PROJECTS

- Pressure Reducing Valves Replacement **Cost:** \$351,750  
**Funding:** \$351,750 Water Capital Reserve

**Description:**

Potable water infrastructure is over 50 years old and sections of the potable water distribution system are required to be replaced to improve efficiency, staff safety, and ensure water quality. The pressure reducing stations are the most urgent in need of upgrading. The pressure reducing stations are located underground inside concrete vaults and their purpose is to help to stabilize and keep a consistent water pressure throughout the potable water system. Cracks have been developing allowing ground water to enter and the infill of water creates an unsafe environment for staff completing maintenance. There are six underground vaults that will be replaced and the project will be phased to replace one vault every second year starting in 2022.

**Estimated Future Operational Impact:** None

- Gantahaz Pipe & Meter Replacement **Cost:** \$56,000  
**Funding:** \$56,000 Water Capital Reserve

**Description:**

Replace galvanized piping and water meter in Gantahaz Booster Station. The galvanized piping is not suitable for potable water in today's standards and can produce rust which would elevate iron levels in drinking water. The existing water meter is not operating correctly and does not meet the needs of the District, as it is required to have to record the amount of water being consumed.

**Estimated Future Operational Impact:** None

- Gantahaz Well #4 Above Ground Vault **Cost:** \$76,300  
**Funding:** \$76,300 Water Capital Reserve

**Description:**

Excavate around existing Well#4 and re-route underground piping to make water meter more accessible for maintenance. Build heated structure over well casing for maintenance and water testing in the winter. Access the power and

heat from existing structure that is on site. Well#4 is in the ground 12 ft and surrounded by concrete well rings, which makes it difficult for employees to obtain water samples and complete maintenance on the water meter, due to the confined space, which does not meet today's safe working condition requirements.

**Estimated Future Operational Impact:** Possibility of a reduction due to requirement for less water samples.

**TOTAL WATER:** \$484,050



## SEWER

### NEW PROJECTS

- Lagoon Outfall Chamber

**Cost:** \$83,200

**Funding:** \$83,200 Sewer Capital Reserve

**Description:**

Demolish existing building and replace with new construction. There are serious mold issues inside the building which is now compromising the structural integrity of the building. Employees have to enter the building to take sewer samples which require them to wear a breathing apparatus due to the mold levels.

**Estimated Future Operational Impact:** Increase in insurance cost due to new construction.

- Sewer Line Rehabilitation

**Cost:** \$115,000

**Funding:** \$115,000 Sewer Capital Reserve

**Description:**

Grouting 6.7km of sewer lines that have mineral deposits on joints and grouting of manholes to stop groundwater infiltration.

**Estimated Future Operational Impact:** Reduce maintenance costs and extend the life of the sewer lines

**TOTAL SEWER PROJECTS:** \$198,200



# APPENDIX A



DESCRIPTION	2022 PROVISIONAL BUDGET	2021 AMENDED BUDGET	2021-2022 BUDGET VARIANCE	% OF BUDGET INCREASE/DECREASE
<b>GENERAL OPERATING REVENUE</b>				
<b>TAXATION</b>				
TAXATION	5,093,485	5,591,152	(497,667)	(8.9%)
616 AREA	14,000	14,000	-	0.0%
1% UTILITIES TAX AND GRANTS IN LIEU	2,619,644	2,662,659	(43,016)	(1.6%)
	<b>7,727,129</b>	<b>8,267,811</b>	<b>(540,682)</b>	<b>(6.5%)</b>
SALES OF SERVICE	440,943	414,546	26,397	6.4%
RECREATION AND CULTURE	280,055	276,369	3,686	1.3%
	<b>720,998</b>	<b>690,915</b>	<b>30,082</b>	<b>4.4%</b>
<b>LICENCES AND PERMITS</b>				
BUSINESS LICENSE	40,000	40,000	-	0.0%
BUILDING/PLUMBING PERMIT REVENUE	17,000	17,000	-	0.0%
OTHER PERMITS/APPLICATIONS	1,225	1,275	(50)	(3.9%)
ANIMAL LICENSES	17,000	18,000	(1,000)	(5.6%)
	<b>75,225</b>	<b>76,275</b>	<b>(1,050)</b>	<b>(1.4%)</b>
<b>OTHER REVENUES</b>				
FINES	3,500	3,500	-	0.0%
RENTALS	233,630	232,000	1,630	0.7%
FRANCHISE FEES (FORTIS BC)	143,120	143,120	-	0.0%
RETURN ON INVESTMENTS	258,500	306,000	(47,500)	(15.5%)
TAXES PENALTIES AND INTEREST	42,500	73,000	(30,500)	(41.8%)
COMMUNITY FOREST	-	500,000	(500,000)	(100.0%)
MISCELLANEOUS	75,300	49,900	25,400	50.9%
TRANSFER FROM NFA SURPLUS - DEPRECIATION	1,544,955	1,544,955	-	0.0%
TRANSFER PREVIOUS YEARS SURPLUS AND OWN RESERVES	423,245	735,924	(312,679)	(42.5%)
	<b>2,724,750</b>	<b>3,588,399</b>	<b>(863,649)</b>	<b>(24.1%)</b>
<b>GRANTS</b>				
PROVINCIAL GRANTS - UNCONDITIONAL	505,505	560,505	(55,000)	(9.8%)
PROVINCIAL GRANTS - CONDITIONAL	131,742	150,766	(19,024)	(12.6%)
REGIONAL DISTRICT GRANTS	5,000	5,000	-	0.0%
OTHER FUNDERS	815,458	1,079,404	(263,946)	(24.5%)
	<b>1,457,705</b>	<b>1,795,675</b>	<b>(337,970)</b>	<b>(18.8%)</b>
<b>TOTAL REVENUE</b>	<b>12,705,807</b>	<b>14,419,075</b>	<b>(1,713,268)</b>	<b>(11.9%)</b>

DESCRIPTION	2022 PROVISIONAL BUDGET	2021 AMENDED BUDGET	2021-2022 BUDGET VARIANCE	% OF BUDGET INCREASE/DECREASE
<b>GENERAL OPERATING EXPENSES</b>				
<b><u>GENERAL GOVERNMENT</u></b>				
COUNCIL	211,951	208,926	3,025	1.4%
GRANTS & CHAMBER OF COMMERCE	217,150	244,900	(27,750)	(11.3%)
ADMINISTRATION	811,710	674,300	137,410	20.4%
FINANCE	658,290	733,886	(75,596)	(10.3%)
COMMON SERVICES/COMPUTER/MTCE	405,624	370,920	34,704	9.4%
ECONOMIC DEVELOPMENT	138,400	287,410	(149,010)	(51.8%)
ALLOCATION WATER/SEWER	(84,000)	(84,000)	-	0.0%
DEPRECIATION - General Government	50,004	50,004	-	0.0%
	<b>2,409,129</b>	<b>2,486,346</b>	<b>(77,217)</b>	<b>(3.1%)</b>
<b><u>PROTECTIVE SERVICE</u></b>				
FIRE DEPARTMENT	501,918	548,810	(46,892)	(8.5%)
FUEL MITIGATION	514,918	557,146	(42,228)	(7.6%)
INDUSTRIAL AREA FIRE BUILDING	9,200	8,877	323	3.6%
BUILDING INSPECTIONS	160,743	162,853	(2,110)	(1.3%)
BYLAW SERVICES	214,939	229,578	(14,639)	(6.4%)
EMERGENCY MANAGEMENT	7,700	7,700	-	0.0%
EMERGENCY SERVICES BLDG	57,311	31,311	26,000	83.0%
OTHER PROTECTIVE SERVICES	146,707	141,172	5,535	3.9%
DEPRECIATION - Protective Service	150,000	150,000	-	0.0%
	<b>1,763,436</b>	<b>1,837,447</b>	<b>(74,011)</b>	<b>(4.0%)</b>
<b><u>TRANSPORTATION SERVICES</u></b>				
TRANSPORTATION SERVICES	1,973,373	2,033,886.77	(60,514)	(3.0%)
DEPRECIATION - Public Works	615,000	615,000	-	0.0%
GARBAGE COLLECTION	329,152	329,447	(295)	(0.1%)
PUBLIC HEALTH	93,621	48,606	45,015	92.6%
DEPRECIATION - Public Health	48,765	48,765	-	0.0%
BEACHES AND PARKS	262,664	262,983	(319)	(0.1%)
	<b>3,322,575</b>	<b>3,338,687</b>	<b>(16,112)</b>	<b>(0.5%)</b>

DESCRIPTION	2022 PROVISIONAL BUDGET	2021 AMENDED BUDGET	2021-2022 BUDGET VARIANCE	% OF BUDGET INCREASE/DECREASE
<b><u>PARKS AND RECREATION SERVICES</u></b>				
PARKS AND PLAYGROUNDS	83,300	21,734	61,566	283.3%
RECREATION FACILITIES	2,729,760	3,095,223	(365,464)	(11.8%)
DEPRECIATION - Recreation Services	681,186	681,186	-	0.0%
LIBRARY	278,881	278,881	-	0.0%
	<b>3,773,126</b>	<b>4,077,024</b>	<b>(303,898)</b>	<b>(7.5%)</b>
<b><u>FISCAL SERVICES</u></b>				
FISCAL EXPENSES	10,250	11,450	(1,200)	(10.5%)
TRANSFER TO RESERVES	1,427,291	2,668,123	(1,240,832)	(46.5%)
TRANSFER TO SURPLUS	-	-	-	0.0%
CONTINGENCY	-	-	-	0.0%
	<b>1,437,541</b>	<b>2,679,573</b>	<b>(1,242,032)</b>	<b>(46.4%)</b>
<b>TOTAL GENERAL EXPENSES</b>	<b>12,705,807</b>	<b>14,419,075</b>	<b>(1,713,268)</b>	<b>(11.9%)</b>
<b>REVENUE LESS EXPENSES</b>				
<b>NET SURPLUS (DEFICIENCY)</b>	<b>(0)</b>			
<b><u>WATER OPERATIONS</u></b>				
REVENUE	756,598	1,151,783	(395,185)	(34.3%)
EXPENDITURES	756,598	1,151,783	(395,185)	(34.3%)
<b>NET SURPLUS (DEFICIENCY)</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>SEWER OPERATIONS</u></b>				
REVENUE	602,595	651,688	(49,093)	(7.5%)
EXPENDITURES	602,595	651,688	(49,093)	(7.5%)
<b>NET SURPLUS (DEFICIENCY)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

2.0% of potential property tax revenue directly transferred to  
Capital Renewal Reserve (\$94,758)  
5.5% of potential property tax revenue for operational costs (\$260,833)

\* 2022 property tax value is based on the permanent loss of taxable assessment value due to closure of industrial property and proposed tax revenue increase