



ELECTORAL AREA SERVICES COMMITTEE MEETING

Thursday,
February 24, 2011
Regional District Board Room
175 Ingram Street, Duncan, BC

3:00 pm

A G E N D A

	<u>Pages</u>
1. <u>APPROVAL OF AGENDA</u>	1
2. <u>STAFF REPORTS</u>	
R1 Brian Farquhar, Manager, Parks & Trails Division, regarding Community Parks and Trails 2011 Budget Background Report	2-6
R2 Tom R. Anderson, General Manager, regarding 2011 Budget Background Report	7-9
*****PLEASE BRING YOUR 2011 BUDGET BOOKS*****	
3. <u>NEW BUSINESS</u>	
4. <u>PUBLIC/PRESS QUESTIONS</u>	
5. <u>ADJOURNMENT</u>	

NOTE: A copy of the full agenda package is available at the CVRD website www.cvrld.bc.ca

Director L. Iannidinardo
Director K. Cossey
Director I. Morrison

Director M. Marcotte
Director G. Giles
Director K. Kuhn

Director B. Harrison
Director L. Duncan
Director M. Dorey



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STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF FEBRUARY 24, 2011

DATE: February 16, 2011 **FILE NO:**
FROM: Brian Farquhar, Manager Parks & Trails Division **BYLAW NO:**
SUBJECT: Community Parks and Trails 2011 Budget Background Report

Recommendation/Action:

That the Committee provide further direction if desired.

Relation to the Corporate Strategic Plan:

The Community Parks and Trails 2011 Budgets are in compliance with the Goals and Objectives of the Strategic Plan.

Financial Impact: (Reviewed by Finance Division: )

The financial impact is dependent upon the recommendations made by the Committee and ultimately voted on by the Regional Board.

Further to the CVRD 2011 Budget Booklets that you have been provided, the comments below provide a further explanation to budgets administered through the Community Parks and Trails Program. The Electoral Area Community Parks and Trails budgets are inclusive of feedback received from individual Parks and Recreation Commissions during the Fall 2010 budget planning process.

Electoral Area A Community Parks (231)

Expenditures

- General expenditures for this function remain at similar levels as last year, with minor increases to the parks operations maintenance, minor capital and the summer playground program. The minor capital program includes replacement of the Huckleberry Park play structure and improvements to the Mill Bay Nature Park access road and major capital contribution to the Mill Springs playground park Phase I.

Revenues

- A \$9,600 increase (10%) to the requisition covers minor increases as outlined under expenditures above.

Electoral Area B Community Parks (232)

Expenditures

- General expenditures for this function remain at similar levels as last year, with additional costs attributed to the parks operations maintenance for increased service at Shawnigan Hills Athletic Park and addition of West Shawnigan Lake Park. Minor capital includes completion of the Silvermine Trail with recent parkland addition, Old Mill Park parking lot/access road upgrades and replacement of the lower wharf at Shawnigan Wharf Park. Under major capital Phase II work is proceeding at Shawnigan Hills Athletic Park (new washroom/changeroom facility).

Revenues

- The requisition remains at the same level as 2010, with a significant surplus carryforward applied to the Phase II Shawnigan Hills Athletic Park major capital project.

Electoral Area C Community Parks (233)

Expenditures

- The Area C Community Parks expenditures in 2011 has increased project costs for Minor and Major Capital improvements and annual parks maintenance expenditures, inclusive of the new Cobble Hill Village Green. The Minor Capital works includes trail work at Watson and Manley Creek Parks, basic landscaping within the Cobble Hill Commons, beach access upgrades at Satellite Park, Cleasby Bike Park jump modifications, playground improvements at William Shearing Park and a funding contribution to a new community sport court. Major Capital is budgeted for a new washroom facility at Quarry Nature Park.

Revenues

- Revenues include a \$20,000 requisition increase and \$150,000 Transfer from Reserves to cover budgeted expenditures as well as \$150,000 in short term borrowing for possible parkland purchase in 2011.

Electoral Area D Community Parks (234)

Expenditures

- General expenditures include minor adjustments for annual parks maintenance and Minor Capital. Short term borrowing is also included in the budget for a potential parkland purchase. Minor Capital projects are focused on beach accesses and trail work.

Revenues

- The requisition remains at the same level as 2010. Transfer from Reserves and short term borrowing highlighted in the budget are for possible parkland purchase in 2011.

Electoral Area E Community Parks (235)

Expenditures

- General expenditures include minor adjustments for annual parks maintenance and Minor Capital. Short term borrowing and Transfer from Reserves are also included in the budget for potential parkland purchase. Minor Capital projects include minor public amenities at Wake Lake, community pathways at Boys, Allenby and Millar Roads and public river access improvements.

Revenues

- The requisition remains at the same level as 2010 and the budget includes a potential grant of \$120,000 which would be applied to cookhouse facility construction at the Glenora Staging Area. Transfer from Reserves and short term borrowing highlighted in the budget are for possible parkland purchase in 2011.

Electoral Area F Community Parks (236)

Expenditures

- General expenditures include adjustments from Capital to Minor Capital, with sport court repaving at Centennial Park and new trails/trail bridge over Stocking Creek at Stocking Creek Park. Due to the reduced requisition available for 2011 as noted below, Minor Capital needs to be reduced from \$34,060 as noted in the budget booklet previously distributed to \$26,102.

Revenues

- A reduced overall assessment value in Electoral Area F in 2011 requires a reduction in the requisition by \$7,958 to \$145,546 from the \$153,504 approved in 2010, contrary to what is noted in the budget booklet previously distributed.

Electoral Area G Community Parks (237)

Expenditures

- General expenditures include minor adjustments for annual parks maintenance (minor reduction due to ball field decommissioning) and Minor Capital. Minor Capital projects include Central Park dog park fencing and signage, new swimming area pilings at Central Park/Lily Beach, Mesachie Lake Park access improvements and minor playground upgrades at Central Park.

Revenues

- The requisition remains at the same level as 2010. Transfer from Reserves and short term borrowing highlighted in the budget are for possible parkland purchase in 2011.

Electoral Area H Community Parks (238)

Expenditures

- General expenditures (Minor Capital) reduced due to a lower surplus than available in the prior year. Minor Capital work planned for shoreline stabilization at Blue Heron and Elliott's Beach Parks.

Revenues

- The requisition remains at the same level as 2010.

Electoral Area I Community Parks (239)

Expenditures

- General expenditures include increased costs for annual parks maintenance with addition of three new parks and a community pathway in the Woodland Shores Development.

Revenues

- Revenues include a \$9,000 requisition increase to cover the increased parks maintenance costs.

Bright Angel Park (281)

Expenditures

- General expenditures include minor increases in operational expenses and Major Capital for a new park washroom facility.

Revenues

- The requisition remains at the same level as 2010 with a significant surplus carryforward applied to the planned Capital Project.

South Cowichan Parks (282)

Expenditures

- General expenditures include minor increases in operational expenses for the Cowichan Bay Boat Launch and application of Major Capital funding the Mill Bay Historic Church rehabilitation Phase I.

Revenues

- The requisition is increased to \$62,500 per direction of the Electoral Area Services Committee at their October 19, 2010 meeting and subsequent approval of the Board to increase the statutory requisition limit of this function from \$50,000 to \$62,500. The large surplus carryforward is applied to the Phase I rehabilitation of the Mill Bay Historic Church.

Saltair Recreation (456)

Expenditures

- The Saltair Parks Commission has recommended not proceeding with the Saltair Daycamp Program in 2011 due to low enrollment in 2010. This function also provides recreation funding assistance to Saltair residents using the recreation facility in the Town of Ladysmith. Direction is therefore requested of the Committee on reducing the Summer Student Program expenses to zero for 2011 and the General Recreation Expenditures reduced to \$2,169.

Revenues

- Committee direction is requested on reducing the requisition to \$1,000, which with the \$1,169 surplus carryforward would provide the required revenues to meet the adjusted expenditures requiring Committee direction above.

Community Parks and Trails (279)

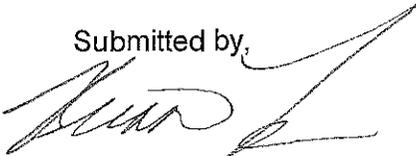
Expenditures

- The overall Community Parks and Trails expenditures are similar to the 2010 level, with exceptions being increases in 2011 to account for wage adjustments, new parks fleet vehicle operating costs, minor contingency, building rental (Bings Creek) and community parks program promotion. Printing costs and program material budgets are reduced

Revenues

- The function includes a minor surplus carryforward from 2010 and requisition increase of \$22,401 to account for increased expenditures as noted above.

Submitted by,



Brian Farquhar
Manager
Parks and Trails Division
Parks, Recreation & Culture Department

Approved by:
General Manager.



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STAFF REPORT

ELECTORAL AREA SERVICES COMMITTEE MEETING OF FEBRUARY 24, 2011

DATE: February 3, 2011

FILE NO:

FROM: Tom R. Anderson, General Manager

BYLAW NO:

SUBJECT: 2011 Budget Background Report

Recommendation/Action:

That the Committee provide further direction if desired.

Relation to the Corporate Strategic Plan:

The Planning and Development Department 2011 Budget is in compliance with the Goals and Objectives of the Strategic Plan.

Financial Impact: *(Reviewed by Finance Division: [Signature])*

The financial impact is dependent upon the recommendations made by the Committee and ultimately voted on by the Regional Board.

Further to the CVRD 2011 Budget Booklets that you have been provided, the comments below provide a further explanation to the numbers.

Animal Control (310)

Expenditures

- General expenditures for this function will remain at similar levels as last year save for the cost of living increase that will be added to the contract price of SPCA, our animal control contractor. It should be noted that the \$500 contribution to the Friends of Furrries which is a citizen group from Thetis Island that take care of stray animals, has been left in the budget for 2011 and is found under the Contract for Services account.

Revenues

- In expectation that our Surplus being carried over from 2010 to 2011 would be smaller than 2009 to 2010, the idea of increasing the Dog License fees for 2011 was broached with the Committee. It was the decision to leave the fees at the same level as 2010 for this year. As such, the requisition was increased in order to cover the expected costs of this function, however, the surplus is higher than expected and allows the Committee to lower the requisition back to the 2010 level.

Building Inspection (320)

Expenditures

- Most General Expenditures will remain at similar levels as in 2010. Exceptions to this are Salaries which have experienced some reallocations to fall more in line with those experienced in 2009 and prior. Sundry expenses have been increased to accommodate contracting water taxi service and other boat rentals for building inspections on the Gulf Islands and investigation of building and bylaw enforcement matters at Cowichan and Shawnigan Lakes. Of note is the proposed expenditure under the account titled File Digitization. In the advent of this Regional District moving forward with a new file system, there is a need to proceed with the digitization of our building files. Last year's exceptional year allows us an opportunity to have a large volume of files digitized in order to move into this new age. It also allows us to outfit our building inspection vehicles with lap top computers and printers in order that inspection notices may be keyed into our files while at the site of an inspection with copies printed off for the contractor. It will also allow for remote access to our soon-to-be digital files and the internet while out in the field. New this year is the proposal that there be an Operating Reserve established in order to reserve some of the 2010 revenue for times when building activity is not as vibrant.

Revenues

- Building Permit fees for 2010 came in at higher levels than were budgeted. As staff are expecting a similar year this year as last, revenue expectations have been increased accordingly. As a result of this and a sizable increase in the surplus, the requisition for this function is proposed to be reduced.

Community Planning (325)

Expenditures

- The overall Community Planning expenditures for 2011 are similar to last year's level. The Bylaw Enforcement increase is associated with increased costs of legal opinions and our solicitors assistance with covenants and agreements. Funds have also been placed in a Legal Services account to cover these costs. Other General Planning Expenditures remain at similar levels as last year except for allocations for the GIS function which have been reduced for 2011 due to a more refined method of cost allocation to the various Departments that use the services.

Revenues

- Revenues projected in 2011 are down from that budgeted for in 2010 as staff are not aware of any large applications that may result in significant fees being received. As a result, the requisition is proposed to be increased slightly.

Bylaw Enforcement (328)

Expenditures

- Expenditures within this function exceeded those that were project within the 2010 budget. As noted previously, expenditures for legal opinions and solicitor assistance in drafting covenants and agreements were the main reason for the increased expenditures. As such, more funds have been placed in the 2011 budget in the expectation that we will experience similar expenditures this year.

Thetis Island Wharf (490)

- No major expenditures are expected in 2011, however, the requisition will remain at the same level as the last several years in order to build up reserves in the likelihood that significant repairs will be required in future years. New this year is the establishment of an Operating Reserve as a more appropriate method of building the reserve up for this eventuality.

Thetis Island Boat Launch (491)

- No major expenditures are expected in 2011, however, as with the Wharf, the requisition will remain at the same amount as in previous years in order to build up a reserve in the event that significant repairs are required in future years. New this year is the establishment of an Operating Reserve as a more appropriate method of building the reserve up for this eventuality.

Submitted by,



for Tom R. Anderson,
General Manager
Planning and Development Department

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