



ATTENDING

Mayor Jeff Cantwell, Deputy Mayor Wendy Donovan, Councillor David Mangle, Councillor Hugh Simpson, Councillor Carl Oldham, Councillor Mercedes Brian, Councillor Dan Sparkman, Chief Administrative Officer Erin Beaudin, and Recording Secretary Dan Stovel

ALSO ATTENDING

Director Corporate Services Jen Boyd, Director Finance Mike MacLean, Director Public Works Kevin Kerr, Director Community Development Chrystal Fuller, and interested members of the public

CALL TO ORDER

The meeting was called to order at 9:05 am

1. AGENDA APPROVAL

17-01-16 IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.

Amendment: In Camera session at end of meeting added to agenda

AGENDA APPROVED AS AMENDED

CARRIED

2. STAFF REPORTS FOR DISCUSSION:

a. INFORMATION REPORT: 2016/17 OPERATING AND CAPITAL BUDGET DISCUSSION

Director Finance presented the first draft of the Town's 2016/17 Operating and Capital Budgets. As per the Standard Operating Procedure (SOP) adopted last year for the budget process, January is Council's first look at draft estimates for the upcoming year based on the initiatives/projects/service levels expected to be addressed in the upcoming year.

The identified goals for the Special Committee of the Whole budget presentation:

- Overview of major revenue and expenditure changes from 2015/16 budget to 2016/17 draft budget
- Review summary of new and/or service level changes
- Review analysis/ranking of 123 identified project priorities and capacity limitations on addressing all projects
- Discuss options to achieve balanced budget

Key notes presented:

- Draft Town Operating Budget (Version 1) is not a balanced budget
- First draft shortfall in excess of \$300,000
- Options – Tax increases and/or other funding and/or expenditure cuts
- Still time to make changes (2 months)

Two more Committee of the Whole sessions are scheduled for further budget review and discussions, therefore not all decisions need to be made during this first review. It will be important to get clear direction from Council on a number of decision points as they relate to expectations for 2016/17.



The report provided to Council was meant to introduce the documents to be reviewed as part of the 2016/17 budget process, ultimately leading to an approved Town Budget and Operations Plan by the March 15, 2016 Town Council Meeting.

The size of the deficit reflected in this draft of the budget highlights the need for Council and Senior Management to be realistic in the capacity of the organization to get everything done. It also highlights the need for multi-year planning for the operational budget similar to the Ten Year Capital Investment Plan (CIP).

CAO highlighted that beyond just financial constraints, there are resource constraints that need to be identified.

- Management identified 123 projects and initiatives in consideration of the 2016/17 Operations Plan
- Management team and other key staff have limitations on how many special projects and “extras” they can accommodate before the organization becomes stretched beyond its capacity
- The organizational capacity is not available to do everything we want to accomplish in 2016/17. Choices and clear direction are required from Council. Some projects and initiatives will need to move to future fiscal years.
- Prioritization of resources reinforces the need for longer term operational planning (3-4 year cycles)
- Key takeaways:
 - Staff need direction and support from Council to streamline operational priorities for 2016/17 while the election and MPS review are undertaken;
 - Staff/Council need to evaluate the impact new projects and initiatives have on resources on an ongoing basis as part of the decision making process
 - Starting in 2017/18, focused and targeted longer term operational plans (budgets) that span the Council term should be presented so that projects can be appropriately resources and spread out to ensure they are done well and not stretching the organization too thin.

10:36 am Chair called a break to the Special Committee of the Whole Meeting

10:52 am Chair reconvened the Special Committee of the Whole Meeting

Director Finance presented to Council a summary of possible options to balance the budget that were highlighted in the Draft 2016/17 Operating Budget (Version 1), and Council was provided the opportunity to discuss each of the proposed expenditure cuts.

- Council provided direction to fund the Election, Building Inspector Contract and MPS Term Position for Phase 2 from reserves.
- Council provided direction to reduce the implementation of the compensation plan by \$30,000.
- Council provided direction to reduce the overall professional development funding by \$30,000.
- Council asked for more information on the effect of removing the 3% increase to the capital program of \$48,000.
- Council agreed to keep the \$9,600 for the increase in finance staff hours.
- Council agreed to keep \$5,000 for the Town page in the Grapevine.
- Council agreed to reduce the CAO’s contract services budget by \$3,000.
- No decision was made on the Student Liaison Officer with Acadia and associated program funding was made until the Project Charter is reviewed.
- No decision was made on removing the increase to parking commissionaire hours at this time.



- No decision was made on the additional parks position until the Project Charter is reviewed.
- The GIS summer student position will be contingent on grant funding.
- No decision was made on to remove the additional \$5,000 for marketing that is related to Economic Development activities until the Project Charter has been reviewed.
- Council agreed to reduce the Festival and Events budget by \$10,000 to reflect actual spending.
- No decision was made on the Kings Transit budget until the presentation by the general manager at the February 2nd Committee of the Whole.

The Director Finance pointed out that the following items are currently not reflected in the draft operating budget:

- Council honorarium review
- Support for Wine Bus
- WBDC support
- Possible Council discretionary fund
- Valley Search & Rescue

The Director Finance also pointed out that the following projects are currently no reflected in the Draft CIP:

- Main Street – now deferred beyond Year 10
- Traffic Lights – pending Council direction
- Video Surveillance System – core area
- Reservoir Park facilities
- Other buildings/facilities – pending Condition Assessment Project and Recreation Facilities Project

12:20 pm Chair called a break to the Special Committee of the Whole Meeting

12:35 pm Chair reconvened the Special Committee of the Whole Meeting

3. QUESTION PERIOD

No questions arose from the public.

4. ADJOURNMENT TO IN CAMERA MEETING

18-01-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE SPECIAL COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 12:36 PM TO AN IN CAMERA MEETING TO DISCUSS HUMAN RESOURCES AND LEGAL ISSUES (MUNICIPAL GOVERNMENT ACT SECTION 22(2)(C)(G))

CARRIED

5. IN CAMERA MEETING ADJOURNED

19-01-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE IN CAMERA AND SPECIAL COMMITTEE OF THE WHOLE MEETINGS BE ADJOURNED AT 1:22 PM

CARRIED

6. SPECIAL COMMITTEE OF THE WHOLE MEETING ADJOURNED

20-01-16: IT WAS REGULARLY MOVED AND SECONDED THAT THE SPECIAL COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 1:24 PM

CARRIED

Approved by Committee of the Whole Motion 03-02-16

As recorded by Dan Stovel, AA Corporate Services