



AGENDA
for the
Budget Meeting of Council



Wednesday
November 01, 2017
Council Chambers
6:00 pm

"The Village of Burns Lake is a diverse community where residents enjoy a high quality of life, supported by economic and environmental sustainability, and a vibrant community spirit."

PO Box 570
Burns Lake, BC V0J 1E0
250 692-7587
www.burnslake.ca

www.burnslake.ca

Phone: 250-692-7587
PO Box 570
Burns Lake, BC V0J 1E0



2017 MUNICIPAL OBJECTIVES

The Village will work to strengthen the local economy, support the growth of our existing businesses and increase our economic diversity.

- The Village will form a task force that will assess impact to Burns Lake and surrounding areas of a reduction in timber supply.
 - i. The Village will seek funding for a resource to lead task force work.
- The Village will continue implementation of the 2017 - 2018 Economic Development Strategic Plan
 - i. Conduct New Business Survey
 - ii. Improve Village Investment Readiness
 - iii. Survey Consumer Spending
 - iv. Select Economic Measures and Establish a Baseline
(e.g. number of businesses by type, local employment rates, employment by industry)

The Village will maintain and improve municipal infrastructure and services.

- The Village will continue to pursue funding for the replacement of the water tower, and will undertake necessary preparations to ensure the water tower is replaced before the end of its useful life.
- The Village will continue to repair streets in a fiscally responsible manner.
- The Village will continue to pursue grant funding for major infrastructure projects.
- The Village will review downtown revitalization priorities for safety, traffic flow, parking and economic development.

The Village will manage its revenues and expenses responsibly.

- The Village will set three year targets for the infrastructure deficit.

The Village will provide and support recreation, healthy living and cultural opportunities.

- The Village will create a Village Recreation Master Plan and use this plan to manage Village investments in recreation and programs that are offered.
- After the master plan has been created, the Village will consider a variety of subsidization levels for recreation, and the associated growth or decline in programming
- Prior to 2018 budget planning, the Village will set a subsidization target for 2018

AGENDA

Budget Meeting of Council for the Corporation of the Village of Burns Lake, held in Council Chambers on November 1, 2017 at 6:00 p.m.

TOPIC	PAGE
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
3. NEW BUSINESS	
a) Revenue and Taxation Levels – <i>Director of Finance, S. Meeds, Verbal</i>	4
b) Levels of Service - <i>Director of Finance S. Meeds, Verbal</i>	5
c) Review of 2017-2021 previously approved projects – <i>Director of Finance, S. Meeds, Verbal</i>	6
d) <i>Prioritization of new budget requests – Director of Finance, S. Meeds, Verbal</i>	10
4. ADJOURN	

Village of Burns Lake

2018-2022 Budget Guidelines Discussions

Revenue and Taxation Levels

Property Taxation:

- Demonstration of how property taxes are calculated
- Discussion of why it is important to focus on the total tax levy rather than the tax rate
- Discussion and demonstration of the two types of annual adjustments required in order to maintain unchanged levels of service

Village of Burns Lake
2018-2022 Budget Guidelines Discussions
Levels of Service

For each of the municipal services below, please indicate whether you wish to increase, decrease or maintain the current level of service provided to residents. This is for basic operational level of service provided: does not include any special or capital projects.

Service	Decrease	Maintain	Increase
Animal Control			
Bylaw Enforcement			
Cemetery Maintenance			
Cultural – Museum, Library, Artisan Centre, BL Legacy Complex, LD			
Economic Development			
Fire Protection			
Fuel Mitigation Program			
Garbage Collection			
General Government - Administration			
Parks – Beach and Dock			
Parks - Campground			
Parks – Spirit Square			
Recreation Complex			
Sewer			
Streets - Cleaning			
Streets - Drainage			
Streets - Lighting			
Streets - Sidewalks			
Streets – Signage			
Streets – Snow removal			
Streets – Surface Maintenance			
Water			

Village of Burns Lake

2018-2022 Budget Guidelines Discussions

Review of 2017-2021 projects previously approved in the financial plan

Please indicate in the "yes/no" column whether these previously approved projects should remain included in the 2018-22 Financial Plan.

Lakeside Multiplex:

Project	Year	Notes	Yes/No
Arena –Exterior siding	2017	Completed East wall only. Added west wall to 2018 list for approval.	
Arena – Time Clock	2017	Completed	No
Zamboni room slab	2017	Completed	No
Squash court floor	2017	Completed	No
Rec Centre – treadmills	2017	Completed	No
Rec Centre – climber	2017	Not purchased	
Arena Exit lighting	2018		
Arena safety netting	2018		
Zamboni	2018		
Hot Water tank for Zamboni	2018		
Arena – new access cover	2018		
Arena – flooring for dressing rooms	2019		
Arena – interior painting	2019		
Arena – score clock	2019		
Arena – edger	2019		
Arena – CO detector	2020	Could be required sooner?	
Arena – entrance expansion	2020		
Arena – south wall repair	2021		
Arena – replace boards	2021		
Arena – sliding doors	2021		
Curling Rink – gyproc panels	2018		
Curling Rink – Widen door to shop	2018		
Curling Rink – carpets	2019		
Curling Rink – electronic score board	2020		
Curling Rink – installation of the rink wall	2021		
Multi Use Facility – Multipurpose room floor	2018		
Multi Use Facility -Rec Center sign	2018		
Multi Use Facility – Stepper	2018		
Multi Use Facility – Gym Floor	2019		
Multi Use Facility – Treadmills	2019		
Multi Use Facility – Elliptical	2019		
Multi Use Facility – Floor Scrubber	2020		
Multi Use Facility – Climber	2020		
Multi Use Facility – Treadmills	2021		
Multi Use Facility – Elliptical	2021		

Parks:

Project	Year	Notes	Yes/No
Spirit Square – Security cameras and lighting	2017	Waiting for radio tower. Move to 2018.	
Campground revitalization	2017	70% done. Move some to 2018.	
Dock – 2 sections to mark swim area	2017	Complete	No
Beach - Sand revitalization	2017	Complete	No
Parks Christmas lights	2017	Will complete this year.	No
Parks Christmas lights	2018-2021	Annual program.	
Spirit Square – refinish Skate Park	2020		

Cemetery:

Project	Year	Notes	Yes/No
Cemetery – Columbarium expansion	2017	Complete	No

Fire Protection:

Project	Year	Notes	Yes/No
Fire – Carbon Fibre Cylinders	2017	Complete	No
Fire – Rescue 911	2017	In progress – move to 2018	
Fire – generator	2017	In progress – move to 2018	
Fire – Carbon Fibre Cylinders	2018-2021	Annual program.	
Fire – Emergency Generator	2018		
Fire – Paving the firehall ramp	2019		

Public Works Yard and Equipment:

Project	Year	Notes	Yes/No
PW – Storage pad at top shop	2017	Will be complete 2017	No
PW – Flusher truck retrofit	2017	Move to 2018 and increase funding from 45K to 60K	
Village House – replace 2 doors and paint	2017	Move to 2018 if not completed	
PW Yard – storage roof	2018		
PW Equipment – 4x4 pickup	2018		
PW Equipment - Plate compactor	2018		
PW Equipment – Ride-on Mower	2018		
PW Equipment – Grader	2019		
PW Equipment – Dump sander trucks (2)	2019		
PW Equipment – Grader	2020		
PW Equipment – Crane Truck	2021		

Streets:

Project	Year	Notes	Yes/No
Streets – resurfacing pavement	2017	4 th Ave Centre to Park	
Streets – resurfacing pavement **Roads listed are subject to change depending on condition	2018-2021	5 th Ave: Hwy 16-Centre 5 th Ave: Aspen-Boundary Gov't: 5 th Ave-Post Office 3 rd Ave: Center to Kerr Pioneer Way: Francois Drive to Bennett Drive	
Downtown parking signs	2017	Complete	No
Sidewalk sections	2017	Complete	No
Sidewalk sections	2018-2021	Ongoing annual program.	
Street lighting – LED lights	2017	Using up old bulbs first. Keep budget for 2018	

Water:

Project	Year	Notes	Yes/No
Water Towers	2017	90% done. Move balance to 2018.	
Water Treatment Study Phase I, Feasibility Study	2017	Complete	No
Water to industrial Study	2017	Complete	No
Water - Manganese plant engineering	2017	Move to 2018 for completion by March 31.	
Water – replace valves	2017	Carried over from 2016. Dale: not needed?	
Water Treatment Study Phase II, Pilot Testing	2017	Will be complete in 2017.	No
Water treatment system – install chosen system as per study recommendations, contingent on grant availability	2018		

Sewer:

Project	Year	Notes	Yes/No
Sewer – Pioneer Lift Station Study, engineering	2017	Delayed due to late grant approval. Move to 2018.	
Sewer - 7 th Avenue Lift Station Study, engineering	2017	Delayed due to late grant approval, move to 2018.	
SCADA upgrade/tower	2017	Radio tower will be complete in 2017	
Sewer – Pioneer Lift Station upgrade (contingent on grant funding)	2018		
Sewer – 7 th Avenue Lift Station upgrade (contingent on grant funding)	2018		

Economic Development:

Project	Year	Notes	Yes/No
Industrial Park Signage	2017	Not started, move to 2018	
Bike Sign	2017	Completed	No
RD business forum	2017	Completed	No
Age friendly senior housing study	2017	Completed	No
Mountain bike tourism promo	2017	Completed	No
OCP Update	2017	Completed	No
Economic Diversification Project	2017	Started, budget increase approved at Oct 24, 2017 Council meeting. Move to 2018	
Recruitment Program	2017	Started	

Major Infrastructure:

Project	Year	Notes	Yes/No
Downtown Core Phase II-Gateway Square	2018		
Downtown Core Phase III-Gilgan	2019		
Streets/Water/Sewer – full replacement including storm drains, curbs, sidewalks, water and sewer	2018-2021	8 th Avenue: 2018-2019 (grant applied for) Center Street from 5 th Ave to Hwy 16: 2020-2021	

Other Buildings:

Project	Year	Notes	Yes/No
Chamber of Commerce - flooring	2017	Completed with insurance	No
Museum Repairs	2017		

Information Technology:

Project	Year	Notes	Yes/No
Computer replacements	2017	Complete	No
Software - Office 2016	2017	Complete	No
Software – BookKing	2017	Move to 2018	

Village of Burns Lake

2018-2022 Budget Guidelines Discussions

Prioritization of New Budget Requests

Below is a list of new budget requests that have not yet received approval.

If you have any additional items you would like considered, we will add them to the list.

Once the list is complete, in the “priority” column, number the items in order of importance, with number 1 being the most important. If you think the project should not be included at all, please also check off the “no” column. For items you approve of, please also indicate in which year(s) you prefer the items would be budgeted for, if known.

Item	Notes	Source	Priority	No	Year
Public Notification System	Telmatik or alternative	2017 project status list			
Fire – Carbon Fibre Cylinders	Annual replacement ongoing schedule. Add for year 5.	Assumed ongoing based on 2017-2022 financial plan			2022
Recreation Master Plan	Status?	2017 Municipal Objectives			
Downtown Revitalization priority review	Safety, traffic flow, parking, economic development. Consultant?	2017 Municipal Objectives			
Outdoor Rink					
Staff Parties	Summer BBQ and Christmas	Council Request			
Lowering device for cemetery		Public Works			
Office building	Paint trim and refinish timbers	CAO			
Microphones for council meetings		Council			
Solar panels on multiplex roof		Council			
Items from the UNBC Bike Trails report	Drinking water source Walking trails Sand for beach	Council			
Trail from Chamber to Park		Council			

