

Memo

File: 1700-01

To: Navin Chand, Manager, Financial Planning

From: Karla Graham, City Clerk

Date: October 9, 2014

Re: **2014-2023 Revised Financial Plan**

E-MAILED

City Council, at its Regular meeting of Monday, October 6, 2014, unanimously endorsed the following resolution:

"PURSUANT to the report of the Manager, Financial Planning, dated September 30, 2014, entitled "2014 – 2023 Revised Financial Plan":

THAT "Financial Plan for the Years 2014 to 2023 Bylaw, 2014 No. 8364 Amendment Bylaw, 2014, No. 8394" (Revised Financial Plan), be brought forward for consideration."

Council will consider Bylaw No. 8394 for final adoption at the Regular Council meeting of October 20, 2014.



Karla Graham, MMC
City Clerk

(Electronic version of report posted on [www.cnv.org/city hall/council meetings/council meeting agenda](http://www.cnv.org/city_hall/council_meetings/council_meeting_agenda))

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

Bylaw No. 8394

A Bylaw to Revise the Financial Plan for the Years 2014 to 2023

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as the **“Financial Plan for the Years 2014 to 2023 Bylaw, 2014, No. 8364, Amendment Bylaw, 2014, No. 8394” (Revised Financial Plan)**.
2. Schedule “A” attached hereto is the Financial Plan of The Corporation of the City of North Vancouver for the period commencing January 1, 2014 and ending December 31, 2023.

READ a first time by the Council on the 6th day of October, 2014.

READ a second time by the Council on the 6th day of October, 2014.

READ a third time and passed by the Council on the 6th day of October, 2014.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk and sealed with the Corporate Seal on the 20th day of October, 2014.

“Darrell R. Mussatto”

MAYOR

“Karla D. Graham”

CITY CLERK

**SCHEDULE "A" TO BYLAW NO. 8394
CITY OF NORTH VANCOUVER FINANCIAL PLAN
for the years 2014 – 2023**

(1) 2014 – 2023 Financial Plan (000's)

For the year ended December 31	2014	2015	2016	2017	2018	2019-2023
Revenue						
Property Value Tax	48,789	49,763	50,760	51,776	52,812	269,343
Parcel taxes	2,380	2,500	2,627	2,761	2,902	16,915
Licenses and Permits	3,351	3,418	3,486	3,556	3,627	18,497
Fines and Fees	3,919	3,815	3,908	4,003	4,101	21,382
Rent	769	784	800	816	832	4,243
Interest and Penalties	2,146	2,190	2,235	2,280	2,326	11,881
Sale of Services	19,729	21,160	22,291	23,600	25,049	160,694
Rebates and Recoveries	79	81	83	84	86	439
Grants	2,842	3,426	2,889	2,946	3,005	15,327
Contributions	1,872	1,509	1,532	1,605	1,659	9,297
	85,876	88,646	90,611	93,427	96,399	528,018
Collections for Other Governments	43,464	44,333	45,220	46,124	47,047	239,938
	129,340	132,979	135,831	139,551	143,446	767,956
Expenses						
General Government	23,099	23,883	24,361	24,848	25,345	129,260
Transportation and Transit	5,357	5,178	5,282	5,388	5,496	28,030
Health, Social Services, Housing	2,578	2,660	2,713	2,767	2,822	14,392
Development Services	4,468	4,633	4,726	4,821	4,917	25,077
Protective Services	22,877	23,330	23,797	24,273	24,758	126,266
Parks, Recreation and Culture	18,523	18,463	18,832	19,209	19,593	99,925
Water	8,574	11,318	11,955	12,647	13,032	81,187
Sewer	7,286	10,190	10,148	10,870	12,026	81,491
Solid Waste	4,198	4,251	4,361	4,479	4,601	24,965
Transfer, Allocations	39	40	41	42	43	220
	96,999	103,946	106,216	109,344	112,633	610,813
Collections for Other Governments	43,464	44,333	45,220	46,124	47,047	239,938
	140,463	148,279	151,436	155,468	159,680	850,751
Surplus(Deficit) for the year	(11,123)	(15,300)	(15,605)	(15,917)	(16,234)	(82,795)
Reserves and capital						
Capital Expenditures	(97,390)	(98,354)	(100,321)	(102,327)	(104,374)	(532,308)
Depreciation	11,000	11,220	11,444	11,673	11,906	60,722
Reserves	68,473	72,813	74,269	75,754	77,269	394,072
External Contributions	29,040	29,621	30,213	30,817	31,433	160,309
	11,123	15,300	15,605	15,917	16,234	82,795
Budget Balance	-	-	-	-	-	-

**SCHEDULE "A" TO BYLAW NO. 8394
CITY OF NORTH VANCOUVER FINANCIAL PLAN
for the years 2014 – 2023**

(2) Revenue Proportions by Funding Source

(Excluding Transfers from Reserves and Collections for Other Governments)

Revenue Proportions by funding source

	(000's)									
	2014	%	2015	%	2016	%	2017	%	2018	%
Property Value Tax	48,789	57	49,763	56	50,760	56	51,776	55	52,812	55
Parcel Taxes	2,380	3	2,500	3	2,627	3	2,761	3	2,902	3
Revenue from Fees	29,914	35	31,367	35	32,720	36	34,255	37	35,935	37
Revenue from other Sources	4,793	5	5,016	6	4,504	5	4,635	5	4,750	5
Total Revenues	85,876	100	88,646	100	90,611	100	93,427	100	96,399	100

Background: Property Taxes are the City's major source of revenue. The City's reliance on property tax as a source of revenue has increased steadily over the past several years. This is partially due to the lack of access to other types of revenues. Where feasible, the City charges user fees for services, however this is not possible for many services. In preparing the 2014 Financial Plan the City's goal has been to maintain the current percentage of revenue coming from property taxes, however the City continues to rely heavily on this source of revenue to fund a large portion of City services.

Policy: Under Council's direction, the City will continue to look for ways to reduce the overall percentage of revenue that comes from property tax, by pursuing alternate revenue sources, and remains committed to charging user fees for services where feasible.

(3) Distribution of Property Taxes among the Property Classes

Property Class and Description		Tax Allocation %	
		2013	2014
1	Residential	54.41%	54.51%
2	Utilities	0.77%	0.73%
4	Major Industry - Capped	6.48%	6.65%
4	Major Industry - Non capped	0.73%	0.71%
5	Light Industry	0.77%	0.80%
6	Business	36.79%	36.56%
8	Recreation/Non-Profit	0.05%	0.04%

Background: Each year when setting tax rates the City's goal is to collect the same amount of overall taxes from each property class. With extraordinary residential growth in the City over the past many years this methodology has resulted in a relatively lower residential tax rate and an increase in multiples for non-residential properties.

In 2008 City Council adopted a Long Term Property Tax Strategy which will shift taxes from the business and light industrial tax classes, to the residential tax class. The goal of this policy was to move the City's tax rates and tax rate multiples to a competitive position within the Metro Vancouver Region, while maintaining principles of fairness and equity.

**SCHEDULE "A" TO BYLAW NO. 8394
CITY OF NORTH VANCOUVER FINANCIAL PLAN
for the years 2014 – 2023**

Adjusting down the ratio of the business tax rate to the residential rate (i.e. the tax multiple) continues to be a challenge based on the continued extraordinary growth in the residential sector.

Policy: The City will continue to review the distribution of property tax among the various property classes and consider other measures as a gauge of success.

(4) Use of Permissive Tax Exemptions

Background: Council currently allows permissive tax exemptions to organizations within the City, based on eligibility criteria as defined under the Community Charter. This includes religious institutions, not for profit societies, service organizations and providers of social housing whose services and programs align with the City's goals and objectives.

Policy: The City has adopted a policy along with a set of criteria which are based on linking taxation exemptions to desired community outcomes for the services provided. All existing permissive tax exemptions are reviewed each year and staff will continue to work with all organizations who receive a Permissive Tax Exemption to ensure that their services align with the goals and objectives of the City.

Council will continue to carefully consider the total amount of permissive exemptions granted each year, when reviewing the annual Property Tax Exemption bylaw, giving consideration to the equity of shifting the exempted tax burden to other property owners in the City.



Dept. Manager	Director	CAO
------------------	----------	-----

The Corporation of **THE CITY OF NORTH VANCOUVER**
FINANCE DEPARTMENT

FINANCE COMMITTEE REPORT

To: Mayor Darrell R. Mussatto and Members of Finance Committee

From: Navin Chand, Manager, Financial Planning

SUBJECT 2014 - 2023 REVISED FINANCIAL PLAN

Date: September 30, 2014 File No. : 1700-01

The following is a suggested recommendation only. Please refer to Council Minutes for adopted resolution.

RECOMMENDATION

PURSUANT to the report of the Manager, Financial Planning, dated September 30, 2014, entitled "2014 – 2023 Revised Financial Plan",

THAT "Financial Plan for the Years 2014 to 2023 Bylaw, 2014 No. 8364 Amendment Bylaw, 2014, No. 8394" (Revised Financial Plan) be brought forward for consideration.

ATTACHMENTS

1. "Financial Plan for the Years 2014 to 2023 Bylaw, 2014 No. 8364 Amendment Bylaw, 2014, No. 8394" (Revised Financial Plan)
2. Fall 2014 Funding Appropriations Summary Table and Supporting Project Sheets
3. Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Gas Tax Agreement) report dated July 3, 2014

PURPOSE

This report provides high level commentary on activity that has transpired within the program budget since the preparation of the 2014 – 2023 Financial Plan and proposes funding reallocation. In addition, this report recommends the inclusion in the 2014 – 2023 Revised Financial Plan of projects that established a need for funding in fall 2014.

BACKGROUND

The Community Charter requires the preparation and adoption of a Financial Plan covering at least five years relative to the operating funds of the municipality. On April 28, 2014, Council considered and adopted the City's 2014 - 2023 Financial Plan, which combines five years of operational program funding and ten years of project funding. Expenditures for items not included in the plan are not lawful, but amendments to the Financial Plan are allowed, by bylaw, at any time.

DISCUSSION

There are two parts to this discussion. The first part provides a review of program operations. The second part provides information on emerging projects requiring fall funding.

Part 1 – Review of Program Operations

A review of operations and the production of a Revised Financial Plan (commonly called "Revised Budget") has been a standard procedure for the City for many years. As a management tool, the Revised Financial Plan allows the City to make maximum use of available funds. By budgeting conservatively for Year One of the Financial Plan, the City ensures that funds will be available to meet normal operational requirements. If revenues are greater (or expenses are less) than conservative expectations, or if unexpected or unpredicted new revenues become available, the Revised Financial Plan has then been used to re-allocate these funds, so that this extra funding is put to use rather than simply building up a financial surplus. This forms a key part of the City's financial strategy of keeping taxes at a minimum level, and funding programs and projects on a priority basis only when funds are available to do so.

All Financial Plans are based on estimates, or predictions, of revenues and expenditures. New information is constantly emerging. It is common for unforeseen or unpredicted events to manifest themselves. Staff has reviewed the City's program revenues and expenditures and is not recommending any change in the operational budget. The analysis included a review of the major non-tax revenue sources such as parking revenue, investment income, permits and fees, business licenses and by-law enforcement. It is important to note that staff has confirmed that the City will achieve its 2014 target of Hiring Deferrals (\$100,000). For several years now, it has been the City's practice to budget for hiring deferrals. Positions which become vacant are routinely re-evaluated and reviewed from an operational perspective, which allows the City's staffing to be updated as required, complimenting succession planning and internal training of existing staff to meet new requirements as they emerge. In addition, general departmental savings of (\$90,000) will be met for 2014. These reductions have been achieved through challenging department managers to engage in continual cost management over the course of the budget year.

It is important to note that both the North Vancouver Recreation Commission (\$106,100) and the North Vancouver Museum and Archives (\$3,400) are returning funds to the City. This amount represents the unused portion of City funding provided in 2013. The surplus

related to the NVRC was mainly due to cost savings in salaries and fringe benefits, administrative expenses, a reduction in program supplies and some utilities savings. Staff is recommending that the total combined surplus (\$109,500) be used to increase the funding provided in the City's 2014 Project Plan. This funding could be used to fund emerging projects requiring fall funding which is discussed in Part 2 of this report.

Part 2 – Projects Requiring 2014 Fall Funding

The City typically prepares two versions of the 10-year Project Plan each year. In the fall, a preliminary version of the plan is presented to Council. The preliminary version covers the 10-year period starting the year immediately following the presentation of the fall version. Council is presented with the preliminary plan at that time to allow for discussion and public input before the final version of the plan is incorporated into the City's overall Financial Plan Bylaw in the spring.

The prioritization process for capital projects normally occurs in the fall. However, in years when municipal elections take place, the practice has usually been to postpone this process so that the new Council can go through the prioritization process for the new Project Plan. For this reason, a Preliminary 2015 - 2024 Project Plan will not be presented this fall. However, for timing reasons, there is a need to provide funding for some projects before the New Year. Therefore, it is proposed that early appropriation of a small number of projects be achieved by revising the 2014 Project Plan as part of the overall revised 2014 - 2023 financial plan process.

At this time, the following projects have been identified for early appropriations:

1. Apartment Livability: Design Changes in Support of Active Lifestyles & Social Interaction	\$20,000
2. Public Art: Spirit Trail-Bewicke	\$80,000
3. 2015 BC Seniors Games	\$38,300
4. Development Cost Charge (DCC) Policy Review	\$10,000
5. Multi-Modal Corridor Planning	\$250,000
6. Pavement Management: Streets and Lanès	\$300,000
7. Wooden Bridge and Stair Replacement	\$50,000
8. Block Funding – Parks Infrastructure	\$30,000
9. Spirit Trail – Mosquito Creek Marina / Squamish Nation	\$400,000
10. Upgrade to Warehouse Sprinkler Coverage	\$65,000
11. Block Funding – City Properties	\$20,000
12. Block Funding – Non City Properties	\$20,000
Total	\$1,283,300

1. Apartment Livability: Design Changes in Support of Active Lifestyles & Social Interaction (\$20,000)

Current Zoning and Building Code standards indirectly result in building designs that discourage the use of stairs and social interaction. This project involves Architectural and Building Code consultant work to resolve design and building code issues (for example, related to enhanced stairwells) in support of guidelines encouraging physical activity and

social interaction in new multi-family developments. Other options to support a healthy lifestyle will also be considered, such as on-site community gardens and useful amenity spaces.

2. Public Art: Spirit Trail - Bewicke (\$80,000)

The purpose of this project is to commission, fabricate and install contemporary Squamish Nation public art as a component of this section of Spirit Trail which is located on Squamish Nation lands. This request is supported by a June 4, 2014 motion from the North Vancouver Public Art Advisory Committee. This project is funded from the Public Art Reserve that has a balance from accumulated annual interest and closed projects.

3. 2015 BC Seniors Games (\$38,300)

In September, 2013 North Vancouver was awarded the 2015 BC Seniors games to be held August 25-29, 2015. The BC Seniors Games provide an opportunity for participants 55 years and older to compete in an organized sporting event. The Games help promote active, healthy lifestyles, and encourage individual achievements and community pride. Over 3,500 BC Seniors will compete in 24+ sporting events over three or four days' competition. On June 17, 2013, Council passed a resolution to commit to provide up to \$38,300 of funding which includes \$20,000 cash contributions and \$18,300 in-kind services to co-host the 2015 or the 2016 BC Senior games with the District of North Vancouver. The District has also committed to providing up to \$72,000 of cash and in-kind services based on a per-capita formula.

4. Development Cost Charge (DCC) Policy Review (\$10,000)

This project will continue work with a consultant that has comprehensive experience and background with DCC best management practices and policy development. The scope of this review is to make recommendations for DCC's on streets, parkland and the inclusion of utilities, specifically water and sanitary. The City's existing DCC program has not seen a major update since 1997. This review will include updated growth projections, capital project costs, updated legislative practices, and other criteria necessary to develop an updated DCC rate schedule. The additional funds would increase the total budget from \$50,000 to \$60,000.

5. Multi-Modal Corridor Planning (\$250,000)

The requested funding includes 2-year staffing support for the proactive planning of City corridors to guide off-site development works and City-lead construction projects. The corridor planning will include a broad range of mobility options – walking, cycling, public transit, and driving. The work will concentrate on select arterial corridors where transit service improvements are anticipated such as Marine Drive, Lonsdale, 3rd Street and 29th Street, and select arterial and collector roads where AAA and bike route facilities are envisioned.

6. Pavement Management: Streets and Lanes (\$300,000)

This request would maintain service levels and extend useful life of pavements in streets and lanes by implementing timely and cost-effective pavement maintenance and rehabilitation strategies. This funding would allow for the continuation of pavement management projects throughout the late fall.

7. Wooden Bridge and Stair Replacement (\$50,000)

This project consists of the replacement of aging wooden structures, such as stairs, bridges and boardwalks, throughout the City's park system. Work in 2014 by the carpenter has revealed significant rot on the staircases in Mahon Park. Work will include immediate repairs and structural engineering investigation into the severity of the problem.

8. Block Funding – Parks Infrastructure (\$30,000)

Provides staff with the resources to respond immediately to time-sensitive, smaller infrastructure and equipment replacement issues that are under \$10,000, in order to ensure public safety and maintain levels of service. An appropriation of funds in the fall will ensure funds are in place in the Parks area, should they be required early in 2015, before the Final Project Plan is approved. In 2014 projects have included re-surfacing the centre path on Grand Boulevard, trail improvements in Tempe Park, sports field drainage investigation, leaf bin recycling project, chafer beetle restoration work, renovation of the park at Jack Loucks, repair to a major water pipe break in Waterfront Park, and several large fencing projects.

9. Spirit Trail - Mosquito Creek Marina / Squamish Nation (\$400,000)

Implementation of multi-use trail connection through Mosquito Creek Marina on Squamish Nation lands from Spirit Trail Bewicke to the built section of the Squamish Nation Spirit Trail. This change results in the creation of a key link connecting Harbourside / Marine Drive neighbourhood to Lower Lonsdale and the SeaBus. This funding will be used for project geotechnical review and response, an engineering peer review of the final design, environmental assessment and response, lighting design and construction oversight. The additional funds would increase the total budget from \$2.43 million to \$2.83 million. A grant application has been made through the Provincial Cycling Investment Program for \$400,000 and should it be successful, the City requested funds would be returned to the Civic Amenity Reserve (anticipated award of grant - January 2015).

10. Upgrade to Warehouse Sprinkler Coverage (\$65,000)

This is to upgrade the existing warehouse sprinkler system to provide proper sprinkler fire coverage and meet fire code requirements. An upgrade is required to the current sprinkler coverage system to allow full use of the warehouse racking height.

11. Block Funding – City Properties (\$20,000)

Provides staff with the resources to respond immediately to time-sensitive, smaller infrastructure and equipment replacement issues that are under \$10,000 for City-used properties (i.e. Civic Centre, Fire Hall, Works Yard). An appropriation of funds in the fall will ensure funds are in place should they be required early in 2015, before the Final Project Plan is approved.

12. Block Funding – Non-City Properties (\$20,000)

Provides staff with the resources to respond immediately to time-sensitive, smaller infrastructure and equipment replacement issues that are under \$10,000 for non-City used properties (i.e. Presentation House, rental properties). An appropriation of funds in the fall will ensure funds are in place should they be required early in 2015, before the Final Project Plan is approved.

Funding Sources

The funding sources and supporting project sheets is provided in Attachment 2. Note that one of the funding sources includes the City's portion of the Federal Gas Tax fund of approximately \$187,500 that the City will receive in 2014. Staff is recommending that this source of funds be used to partially fund the \$250,000 Multi-Modal Corridor Planning project described earlier in the report. This project is eligible to be funded based on the expense criteria under the new Administrative Agreement on the Federal Gas Tax Fund (Attachment 3).

FINANCIAL IMPLICATIONS

The bylaw recommended for adoption in this report incorporates the adjustments discussed in this report.

STRATEGIC PLAN IMPLICATIONS

Re-allocation of funds through the Revised Financial Plan process is consistent with the City's Strategic Plan, which has as its Vision: "To be a vibrant and highly livable community that strives to balance the social, economic and environmental needs of our community". The Financial Goal of our Strategic Plan discusses achievement of financial sustainability and cost containment. The Revised Financial Plan is one tool to accomplish this goal.

INTER-DEPARTMENTAL IMPLICATIONS

The projects included in this report have been reviewed by Directors' team.

RESPECTFULLY SUBMITTED BY



Navin Chand
Manager, Financial Planning

THE CORPORATION OF THE CITY OF NORTH VANCOUVER**Bylaw No. 8394****A Bylaw to Revise the Financial Plan for the Years 2014 to 2023**

The Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as the **“Financial Plan for the Years 2014 to 2023 Bylaw, 2014, No. 8364 Amendment Bylaw, 2014, No. 8394” (Revised Financial Plan)**.
2. Schedule “A” attached hereto is the Financial Plan of The Corporation of the City of North Vancouver for the period commencing January 1, 2014, and ending December 31, 2023.

READ a first time by the Council on the
day of , 2014.

READ a second time by the Council on the
day of , 2014.

READ a third time and passed by the
Council on the day of , 2014.

RECONSIDERED and finally adopted by
the Council, signed by the Mayor and City
Clerk and sealed with the Corporate Seal on
the day of , 2014.

MAYOR

CITY CLERK

**SCHEDULE "A" TO BYLAW NO. 8394
CITY OF NORTH VANCOUVER FINANCIAL PLAN
for the years 2014 – 2023**

(1) 2014 – 2023 Financial Plan (000's)

For the year ended December 31	2014	2015	2016	2017	2018	2019-2023
Revenue						
Property Value Tax	48,789	49,763	50,760	51,776	52,812	269,343
Parcel taxes	2,380	2,500	2,627	2,761	2,902	16,915
Licenses and Permits	3,351	3,418	3,486	3,556	3,627	18,497
Fines and Fees	3,919	3,815	3,908	4,003	4,101	21,382
Rent	769	784	800	816	832	4,243
Interest and Penalties	2,146	2,190	2,235	2,280	2,326	11,881
Sale of Services	19,729	21,160	22,291	23,600	25,049	160,694
Rebates and Recoveries	79	81	83	84	86	439
Grants	2,842	3,426	2,889	2,946	3,005	15,327
Contributions	1,872	1,509	1,532	1,605	1,659	9,297
	85,876	88,646	90,611	93,427	96,399	528,018
Collections for Other Governments	43,464	44,333	45,220	46,124	47,047	239,938
	129,340	132,979	135,831	139,551	143,446	767,956
Expenses						
General Government	23,099	23,883	24,361	24,848	25,345	129,260
Transportation and Transit	5,357	5,178	5,282	5,388	5,496	28,030
Health, Social Services, Housing	2,578	2,660	2,713	2,767	2,822	14,392
Development Services	4,468	4,633	4,726	4,821	4,917	25,077
Protective Services	22,877	23,330	23,797	24,273	24,758	126,266
Parks, Recreation and Culture	18,523	18,463	18,832	19,209	19,593	99,925
Water	8,574	11,318	11,955	12,647	13,032	81,187
Sewer	7,286	10,190	10,148	10,870	12,026	81,491
Solid Waste	4,198	4,251	4,361	4,479	4,601	24,965
Transfer, Allocations	39	40	41	42	43	220
	96,999	103,946	106,216	109,344	112,633	610,813
Collections for Other Governments	43,464	44,333	45,220	46,124	47,047	239,938
	140,463	148,279	151,436	155,468	159,680	850,751
Surplus(Deficit) for the year	(11,123)	(15,300)	(15,605)	(15,917)	(16,234)	(82,795)
Reserves and capital						
Capital Expenditures	(97,390)	(98,354)	(100,321)	(102,327)	(104,374)	(532,308)
Depreciation	11,000	11,220	11,444	11,673	11,906	60,722
Reserves	68,473	72,813	74,269	75,754	77,269	394,072
External Contributions	29,040	29,621	30,213	30,817	31,433	160,309
	11,123	15,300	15,605	15,917	16,234	82,795
Budget Balance	-	-	-	-	-	-

**SCHEDULE "A" TO BYLAW NO. 8394
CITY OF NORTH VANCOUVER FINANCIAL PLAN
for the years 2014 – 2023**

(2) Revenue Proportions by Funding Source

(Excluding Transfers from Reserves and Collections for Other Governments)

Revenue Proportions by funding source

	(000's)									
	2014	%	2015	%	2016	%	2017	%	2018	%
Property Value Tax	48,789	57	49,763	56	50,760	56	51,776	55	52,812	55
Parcel Taxes	2,380	3	2,500	3	2,627	3	2,761	3	2,902	3
Revenue from Fees	29,914	35	31,367	35	32,720	36	34,255	37	35,935	37
Revenue from other Sources	4,793	5	5,016	6	4,504	5	4,635	5	4,750	5
Total Revenues	85,876	100	88,646	100	90,611	100	93,427	100	96,399	100

Background: Property Taxes are the City's major source of revenue. The City's reliance on property tax as a source of revenue has increased steadily over the past several years. This is partially due to the lack of access to other types of revenues. Where feasible, the City charges user fees for services, however this is not possible for many services. In preparing the 2014 Financial Plan the City's goal has been to maintain the current percentage of revenue coming from property taxes, however the City continues to rely heavily on this source of revenue to fund a large portion of City services.

Policy: Under Council's direction, the City will continue to look for ways to reduce the overall percentage of revenue that comes from property tax, by pursuing alternate revenue sources, and remains committed to charging user fees for services where feasible.

(3) Distribution of Property Taxes among the Property Classes

Property Class and Description		Tax Allocation %	
		2013	2014
1	Residential	54.41%	54.51%
2	Utilities	0.77%	0.73%
4	Major Industry - Capped	6.48%	6.65%
4	Major Industry - Non capped	0.73%	0.71%
5	Light Industry	0.77%	0.80%
6	Business	36.79%	36.56%
8	Recreation/Non-Profit	0.05%	0.04%

Background: Each year when setting tax rates the City's goal is to collect the same amount of overall taxes from each property class. With extraordinary residential growth in the City over the past many years this methodology has resulted in a relatively lower residential tax rate and an increase in multiples for non-residential properties.

In 2008 City Council adopted a Long Term Property Tax Strategy which will shift taxes from the business and light industrial tax classes, to the residential tax class. The goal of this policy was to move the City's tax rates and tax rate multiples to a competitive position within the Metro Vancouver Region, while maintaining principles of fairness and equity.

**SCHEDULE “A” TO BYLAW NO. 8394
CITY OF NORTH VANCOUVER FINANCIAL PLAN
for the years 2014 – 2023**

Adjusting down the ratio of the business tax rate to the residential rate (i.e. the tax multiple) continues to be a challenge based on the continued extraordinary growth in the residential sector.

Policy: The City will continue to review the distribution of property tax among the various property classes and consider other measures as a gauge of success.

(4) Use of Permissive Tax Exemptions

Background: Council currently allows permissive tax exemptions to organizations within the City, based on eligibility criteria as defined under the Community Charter. This includes religious institutions, not for profit societies, service organizations and providers of social housing whose services and programs align with the City’s goals and objectives.

Policy: The City has adopted a policy along with a set of criteria which are based on linking taxation exemptions to desired community outcomes for the services provided. All existing permissive tax exemptions are reviewed each year and staff will continue to work with all organizations who receive a Permissive Tax Exemption to ensure that their services align with the goals and objectives of the City.

Council will continue to carefully consider the total amount of permissive exemptions granted each year, when reviewing the annual Property Tax Exemption bylaw, giving consideration to the equity of shifting the exempted tax burden to other property owners in the City.

Reference #	Department	Project Manager	Funding Source	Project Name	2014 Revised	2015	2016	2017	2018	2019-2023	Total
Revised - 1	Community Development	N LaMontagne	TSL Int / General	Apartment Livability: Design Changes in Support of Active Lifestyles & Social Interaction	20,000	-	-	-	-	-	20,000
Revised - 2	NVRC	L Phillips	Public Art	Public Art: Spirit Trail-Bewicke	80,000	-	-	-	-	-	80,000
Revised - 3	NVRC	H Turner	General	2015 BC Seniors Games	38,300	-	-	-	-	-	38,300
Revised - 4	Finance	S Karamanian	General	Development Cost Charge Policy Review	10,000	-	-	-	-	-	10,000
Revised - 5	Engineering	D Mitic	Gas Tax / General	Multi-Modal Corridor Planning	250,000	-	-	-	-	-	250,000
Revised - 6	Engineering	J Klochnyk	Infrastructure / General	Pavement Management: Streets and Lanes	300,000	2,211,250	2,700,000	2,400,000	2,600,000	16,070,000	26,281,250
Revised - 7	Engineering	D Turner	General	Wooden Bridge and Stair Replacement	50,000	50,000	-	-	-	-	100,000
Revised - 8	Engineering	D Turner	General	Block Funding - Parks Infrastructure	30,000	45,000	75,000	75,000	75,000	375,000	675,000
Revised - 9	Engineering	H Reinhold	Civic Amenity	Spirit Trail - Mosquito Creek Marina / Squamish Nation	400,000	-	-	-	-	-	400,000
Revised - 10	Facilities	G Stainton	General	Upgrade to Warehouse Sprinkler Coverage	65,000	-	-	-	-	-	65,000
Revised - 11	Facilities	G Stainton	General	Block Funding - City Properties	20,000	80,000	100,000	100,000	100,000	500,000	900,000
Revised - 12	Facilities	G Stainton	General	Block Funding - Non City Properties	20,000	80,000	100,000	100,000	100,000	500,000	900,000
					1,283,300	2,466,250	2,875,000	2,675,000	2,875,000	17,445,000	29,719,550

Funding Summary

TSL Interest (from closed projects in 2014)	3,061
General Reserve (includes \$90,023 closed projects in 2014)	354,736
Gas Tax (for Multi-Modal Corridor Planning)	137,587
Transfer from Revised Program Plan (to General Reserve)	109,500
Infrastructure Reserve	133,872
Building Reserve	4,544
Public Art Reserve	30,000
Civic Amenity Reserve	400,000
Total 2014 Revised Project Budget	1,283,300

ATTACHMENT 2

Project Name: Department: Project Manager:	Apartment Livability: Design Changes in Support of Active Lifestyles & Social Interaction Community Development Neal LaMontagne	2014 - 2023 Project Plan One-Time Study
Description:	Date: 31-Jul-14 Project Type: New Initiative	
Purpose:	Current Zoning and Building Code standards indirectly result in building designs that discourage the use of stairs and social interaction. This project involves Architectural and Building Code consultant work to resolve design and building code issues (for example, related to enhanced stairwells) in support of guidelines encouraging physical activity and social interaction in new multi-family developments. Other options to support a healthy lifestyle will also be considered, such as on-site community gardens and useful amenity spaces	
Alignment With Official Community Plan:	An earlier Vancouver Foundation Study revealed that a majority of residents living in apartments feel lonely. Recognizing that the majority of City residents live in higher-density buildings and neighbourhoods and that physical activity and social interaction are key components of healthy lifestyles, this project intends to encourage and enable healthy activity by ensuring that it is an accessible and attractive option for residents.	
Output: (Project Specifications)	The 2014 OCP identifies community well-being as a key policy area for the City. Active design is also identified in Land Use Objectives 1.3.10: Encourage active, healthy lifestyles and the opportunity for more social connections through planning and active design principles that encourage physical activity and contribute to enhanced walkability and active streets, sidewalks, and public spaces; and 1.4.4: Incorporate active-design principles in new development that encourage physical movement and social interaction thereby contributing to a healthier community.	
Outcome: (Customer Satisfaction)	Design principles and guidelines to be used by City staff in providing guidance to development applicants and in the development of public realm improvement initiatives. Also, specific action items to reduce regulatory barriers to active design.	
Impact if Project Does Not Proceed:	The guidelines document will assist developers in improving the usability and livability of new development projects and enhance residents ability to incorporate healthy activity into their regular routines, thereby enhancing the health of the community. Code solutions and industry-supportive solutions will be of benefit to developers, residents, and in meeting community goals.	
GHG Implications:	Indirect. Increased physical activity and social interaction support increased walking as part of daily routines, reducing use of fossil fuels, as well as increased use of stairwells instead of elevators will reduce the energy use of buildings.	
Milestones:	Best practice review and retention of code consultant: Early 2015. Initial public review draft: Spring 2015. Completed project: Early Summer 2015.	Director Approval: Approved by G. Penney September 28, 2014
Funding Requirements	2005-2014 Budget	2015 Budget 2016 Budget 2017 Budget 2018 Budget 2019 Budget 2020 Budget 2021 Budget 2022 Budget 2023 Budget TOTAL
City Funding (Fund Appropriation)	\$ -	\$ 20,000 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -
External Funding/Contributions	\$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -
Specify:	\$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -
Total Project Expenditures	\$ -	\$ 20,000 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -
Overhead Staffing (Engineering/Facilities) Specify as a percentage of funds appropriated	0%	0% 0% 0% 0% 0% 0% 0% 0% 0% 0%
Impact on Operations/Maintenance (Incremental to 2014 Base Year Operating Budget)	Revenues	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -
Expenses net of recoveries (Include staffing)	\$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -
Total	\$ -	\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -
Staffing (FTE)	Regular	- - - - - - - - - - -
Temporary	-	- - - - - - - - - - -
Total Staffing	-	- - - - - - - - - - -

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

Project Name:	Public Art: Spirit Trail-Bewicke											
Department:	NVRC											
Project Manager:	Lori Phillips, Public Art Officer, NVRC											
Description:	Fall Appropriation Request: To allocate \$80,000 of currently unallocated Public Art Reserve Funds for the Spirit Trail Bewicke project. This request is supported by a June 4, 2014 motion from the NV Public Art Advisory Committee.											
Purpose:	The purpose of the project is to commission, fabricate and install contemporary Squamish Nation public art as a component of this section of Spirit Trail which is located on Squamish Nation lands.											
Alignment With Official Community Plan:	In chapter 4 "Sense of Place" section 4.7 "Public Art" addresses the City's commitment to creating public art that contributes both to the unique sense of place, of individual spaces and the City as a whole. Public art also addresses OCP goals 7.3.1 & 7.3.9 related to the Community Well-Being, as well as, goal 9.10 regarding Parks and Greenways.											
Output: (Project Specifications)	The Public Art Reserve is used to coordinate the installation of new public art in the municipal public realm. The goal is to foster projects that interpret the historical, social, cultural and/or narrative nuances that may exist in the functional urban environment.											
Outcome: (Customer Satisfaction)	The City of North Vancouver and Squamish Nation have signed partnership agreements to facilitate the completion of the Bewicke Section of Spirit Trail, a crucial link that will establish a key connection between Bewicke Avenue and the existing Squamish Nation Waterfront Greenway. Obligations set out in the agreement specify that Squamish Nation public art will be a featured component of the final project.											
Impact if Project Does Not Proceed:	This project is time sensitive. It is anticipated that the detailed design for this section of the Spirit Trail will be completed in the Fall 2014 with construction occurring in late 2014 and early 2015. Funds for the public art component of the project are needed to ensure that the design for the public art is seamlessly integrated with the overall project design and construction schedule.											
GHG Implications:	As art accumulates in neighbourhoods it contributes to the area's walkability. Public Art can be used as a tool to heighten awareness, question assumptions and transform thinking on challenging topics such as reducing GHG emissions. The artworks can make use of energy efficient and responsibly sourced materials.											
Milestones:	Work to start in Fall 2014, with completion scheduled for 2015.											
Director Approval: Approved by H. Turner September 24, 2014												
	Budget	2014 Revised Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	TOTAL
Funding Requirements												
City Funding (Fund Appropriation)	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
External Funding/Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Specify.												
Total Project Expenditures	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Overhead Staffing (Engineering/Facilities)												
Specify as a percentage of funds appropriated		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Impact on Operations/Maintenance												
(Incremental to 2014 Base Year Operating Budget)												
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses net of recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(Include staffing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staffing (FTE)												
Regular	-	-	-	-	-	-	-	-	-	-	-	-
Temporary	-	-	-	-	-	-	-	-	-	-	-	-
Total Staffing	-	-	-	-	-	-	-	-	-	-	-	-

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

Project Name: Department: Project Manager:		2015 BC Seniors Games NVRC Heather Turner											2014 - 2023 Project Plan One-Time Study	
Description:		Date: 16-Sep-14 New Initiative												
Purpose:		In September, 2013 North Vancouver was awarded the 2015 BC 55+ Games to be held August 25-29, 2015. The BC 55+ Games provide an opportunity for participants 55 years and older to compete in an organized sporting event. The Games help promote active, healthy lifestyles, and encourage individual achievements and community pride. Over 3,500 BC Seniors will compete in 24+ sporting events over three or four days' competition.												
Alignment With Official Community Plan:		On June 17, 2013, Council passed a resolution to commit to provided up to \$38,300 of funding which includes \$20,000 cash contributions and \$18,300 in-kind services to co-host the BC 55+ games with the District of North Vancouver. The District has also committed to providing up to \$72,000 of cash and in-kind services based on a per-capita formula.												
(Project Specifications)		This project aligns with Leisure and Culture, and Economic Development sections of the current Official Community Plan.												
(Customer Satisfaction)		• Involvement of approximately 1,200 community volunteers to host over 3,000 participants. • Economic benefit to the communities estimated at approximately \$2 Million. • The opportunity for new participation opportunities for North Vancouver adults aged 55 or older. • Financial legacy for the development of facilities or services for Host Community seniors to promote an active, healthy lifestyle.												
Impact If Project Does Not Proceed:		Enhanced community spirit and pride.												
GHG Implications: Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily available information.														
Milestones:		Director Approval: Approved by H. Turner September 24, 2014												
		2005-2014 Budget	2014 Revised Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	TOTAL	
Funding Requirements														
City Funding (Fund Appropriation)		\$ -	\$ 38,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,300	
External Funding/Contributions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Specify:														
Total Project Expenditures		\$ -	\$ 38,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,300	
Overhead Staffing (Engineering/Facilities)														
Specify as a percentage of funds appropriated			0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Impact on Operations/Maintenance (Incremental to 2014 Base Year Operating Budget)														
Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses net of recoveries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
(Include staffing)														
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Staffing (FTE)														
Regular		-	-	-	-	-	-	-	-	-	-	-	-	
Temporary		-	-	-	-	-	-	-	-	-	-	-	-	
Total Staffing		-	-	-	-	-	-	-	-	-	-	-	-	

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

Project Name: Department: Project Manager:		Development Cost Charge Policy Review Finance Sharleen Karamanian										2014 - 2023 Project Plan Project Type: Base Program	
Description:		Date: A comprehensive review and update of the City's Development Cost Charge program and rates. The City's DCC program was established in 1997 with minor changes made in 2002 and 2010. This review incorporates the City's proposed OCP update, current legislative requirements, and other infrastructure studies that the City has completed.											
Purpose:		This project will continue work with a consultant that has comprehensive experience and background with DCC best management practices and policy development. The scope of this review is to make recommendations for DCC's on streets, parkland and the inclusion of utilities, specifically water and sanitary. The City's existing DCC program has not seen a major update since 1997. This review will include updated growth projections, capital project costs, updated legislative practices, and other criteria necessary to develop an updated DCC rate schedule.											
Alignment With Official Community Plan:		The DCC review spans City wide capital expenditure forecasts and reflects growth projection reflected in the proposed 2014 Official Community Plan. A well designed DCC program is in line with Section 9.2, Financial Planning and Budget process that anticipate and prepares for future costs, including planning in advance for infrastructure replacement.											
Output: (Project Specifications)		This DCC program will identify specific projects and cost estimates for transportation, parks, water and sanitary works.											
Outcome: (Customer Satisfaction)		A Development Cost Charge Program provides additional funding to the City as it expands and upgrades the community infrastructure needs to meet growth.											
Impact if Project Does Not Proceed:		The current DCC program is outdated and does not reflect current capital project listings or costs. The collection of DCC's is used to fund infrastructure and support growth. Current and updated project lists and costs estimates are required to ensure adequate funding is available when needed.											
GHG Implications: Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily available information.		THE GHG impacts of capital projects will become evident as they proceed.											
Milestones:		This DCC Review is to be completed by 2015.										Director Approval: Approved by B. Themens September 24, 2014	
Funding Requirements		2005-2014 Budget	2014 Revised Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	TOTAL
City Funding (Fund Appropriation)		\$ 50,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
External Funding/Contributions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Specify: Total Project Expenditures		\$ 50,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Overhead Staffing (Engineering/Facilities) Specify as a percentage of funds appropriated			0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Impact on Operations/Maintenance (Incremental to 2014 Base Year Operating Budget)													
Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses net of recoveries (Include staffing)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staffing (FTE)													
Regular		-	-	-	-	-	-	-	-	-	-	-	-
Temporary		-	-	-	-	-	-	-	-	-	-	-	-
Total Staffing		-	-	-	-	-	-	-	-	-	-	-	-

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

Project Name: Department: Project Manager:		Multi-Modal Corridor Planning Engineering: Traffic Dragana Mitic		2014 - 2023 Project Plan One-Time Study	
Description:		The requested funding includes 2-year staffing support for the proactive planning of city corridors to guide off-site development works and City-lead construction projects. The corridor planning will include a broad range of mobility options – walking, bicycling, public transit, and driving, and the work will concentrate on select arterial corridors where transit service improvements are anticipated such as Marine Drive, Lonsdale, 3rd St and 29th Street, and select arterial and collector roads where AAA and bike route facilities are envisioned.		Date: 11-Jul-14 New Initiative	
Purpose:		To plan infrastructure required to accommodate future mobility needs and ensure that adequate right of way is secured for walking, cycling, transit, goods movements, driving and parking. Corridor plans will guide the installation of infrastructure as funded by the city or via development.			
Alignment With Official Community Plan:		3.11.1 To encourage use of a variety of transportation choices; 6.11.3 To provide a safe, convenient and efficient network of roads to move people and goods; 6.12.1 To enhance and expand opportunities for bicycles as a viable and attractive transportation choice. 6.12.2 To enhance pedestrian corridors; 6.12.5 To improve road safety in the City.			
Output: (Project Specifications)		Corridor plans for approximately 10 corridors; These plans will include elements such as pedestrian, cycling and transit facilities, vehicle lanes, on-street parking, and setbacks from buildings.			
Outcome: (Customer Satisfaction)		Improved efficiency in people movement; Ability to address future mobility needs for variety of users; Ability to proactively plan corridor space use would result in better use of available resources.			
Impact If Project Does Not Proceed:		We will not be able to pro-actively plan corridors to ensure rights-of-ways widths are protected for sustainable transportation improvements, and it will also affect our ability to support development pace; In the future, this could potentially result in more complex/expensive design options due to lack of required right of way and/or need to re-do street works.			
GHG Implications: Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily available information.		Corridor plans will lead to a more efficient transportation network, which will result in less GHGs being produced, and more efficient vehicle travel and better facilities for transit and active transportation.			
Milestones:		Development of approximately 10 corridor plans in 2015 and 2016.		Director Approval: Approved by P. Navratti September 24, 2014	

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

Project Name: Department: Project Manager:		Pavement Management: Streets and Lanes Engineering: Streets Jeff Klochnyk				Project Type: 18-Jul-14 Base Program		2014 - 2023 Project Plan Maintenance & Replacement																	
Description:		Cracksealing, patching, and resurfacing pavements in streets and lanes to preserve or extend the useful life - may also include replacing sections of curb and/or sidewalks.																							
Purpose:		Maintain service levels and extend useful life of pavements in streets and lanes by implementing timely and cost-effective pavement maintenance and rehabilitation strategies.																							
Alignment With Official Community Plan:		This program is aligned with the goals of section 11.7 (infrastructure management), section 11.8.1 thru 11.8.5 (asset management), section 6.11.3 (provide a safe, convenient, and efficient network of roads, paths, greenways, and pedestrian corridors) , and section 6.12.16 (optimize the use of the existing road network).																							
Output: (Project Specifications)		Preservation and rehabilitation of pavements through strategies such as cracksealing, profiling, milling and repaving, or other pavement rehabilitation techniques as appropriate; reconstruction of curbs and sidewalks as appropriate.																							
Outcome: (Customer Satisfaction)		Protect underlying pavement structure, reduce road noise, improve ride quality and safety for road users and safer walking surface for pedestrians at intersections and in lanes, reduce wear and tear on vehicles, and reduce long-term demand for reactive maintenance.																							
Impact if Project Does Not Proceed:		Surface pavements and underlying pavement structures will continue to deteriorate and require more costly reconstruction in the future (e.g. 50mm grind and overlay costs approx \$20 per square meter, while full depth pavement reclamation costs approximately \$45 per square meter (2011 unit rates). Also if work is deferred, other projects that rely on pavement repairs through this program may also have to be deferred.																							
GHG Implications: Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily available information.		While actual quantities are unknown, this operation is GHG intensive in that it requires heavy equipment and trucks for all aspects of the work, and the asphalt used is derived from crude oil which is heated to approximately 400 C before it can be used for cracksealing, patching, or for paving.																							
Milestones:		Projects completed within allotted time period and within available funding								Director Approval: Approved by P. Navratil September 24, 2014															
		2005-2014 Budget		2014 Revised Budget		2015 Budget		2016 Budget		2017 Budget		2018 Budget		2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget		TOTAL	
Funding Requirements																									
City Funding (Fund Appropriation)		\$ 8,154,500		\$ 300,000		\$ 2,211,250		\$ 2,700,000		\$ 2,400,000		\$ 2,600,000		\$ 2,800,000		\$ 3,000,000		\$ 3,250,000		\$ 3,490,000		\$ 3,490,000		\$ 26,281,250	
External Funding/Contributions		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Specify:																									
Total Project Expenditures		\$ 8,154,500		\$ 300,000		\$ 2,211,250		\$ 2,700,000		\$ 2,400,000		\$ 2,600,000		\$ 2,800,000		\$ 3,000,000		\$ 3,250,000		\$ 3,490,000		\$ 3,490,000		\$ 26,281,250	
Overhead Staffing (Engineering/Facilities)																									
Specify as a percentage of funds appropriated																									
Impact on Operations/Maintenance																									
(Incremental to 2014 Base Year Operating Budget)																									
Revenues				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Expenses net of recoveries				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
(Include staffing)				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Total				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Staffing (FTE)																									
Regular																									
Temporary																									
Total Staffing																									

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

STREETS & TRANSPORTATION: 10 Year Capital Plan 2015 - 2024												
Print Date:												
Project Location	Description	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Total
Street Paving												
E. Keith: Sutherland to St. David's	65mm G&O, 11,500m ² @ \$30, 25% cont	\$ 430,000			\$2,110,000	\$2,310,000	\$2,510,000	\$2,800,000	\$3,000,000	\$3,000,000	\$3,000,000	\$18,730,000
Bewickie: Marine to Larson	65mm G&O, 6600m ² @ \$30, 25% cont	180,000										430,000
3rd: Bewickie to Forbes (MRN)	65mm G&O, 12000m ² @ \$30, 25% cont	450,000										180,000
Lonsdale: 18th to 23rd (MRN)	65mm G&O, 11700m ² @ \$30, 25% cont	441,000										450,000
Westview: Larson to 23rd	65mm G&O, 8500m ² @ \$30, 25% cont	200,000										441,000
Larson: Bewickie to Westview	65mm G&O, 2400m ² @ \$30, 25% cont	90,000										200,000
Chesterfield: 3rd to 14th	65mm G&O, 10100m ² @ \$30, 25% cont	380,250										90,000
23rd: Westview to Lonsdale	65mm G&O, 13500m ² @ \$30, 25% cont		\$ 450,000	\$ 60,000								380,250
3rd: Forbes to Lonsdale (w/ Watermain)	65mm G&O, 12000m ² @ \$30, 25% cont		450,000									510,000
23rd: Lonsdale to Ridgeway	65mm G&O, 7300m ² @ \$30, 25% cont		255,000									450,000
Larson: Westview to 23rd	65mm G&O, 9250m ² @ \$30, 25% cont		350,000									255,000
3rd: Lonsdale to St. David's (w/ Watermain)	65mm G&O, 12000m ² @ \$30, 25% cont		450,000									350,000
Chesterfield: 15th to 23rd	65mm G&O, 10750m ² @ \$30, 25% cont		405,000									450,000
W. Keith: Marine to Chesterfield	65mm G&O, 21500m ² @ \$30, 25% cont			810,000								405,000
Felt: 1st to Marine	65mm G&O, 5625m ² @ \$30, 25% cont			210,000								810,000
16th: Marine to Fell	65mm G&O, 5400m ² @ \$30, 25% cont			200,000								210,000
15th: Marine to Fell	65mm G&O, 2400m ² @ \$30, 25% cont			90,000								200,000
E. Grand Blvd: Keith to 13th	65mm G&O, 7200m ² @ \$30, 25% cont			290,000								90,000
St. Georges: Esplanade to Keith	65mm G&O, 10500m ² @ \$30, 25% cont			400,000								290,000
												400,000
Crack Sealing												
Lane Paving		50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
Local Road Improvements		40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	400,000
Slot Grinding & Profiling		150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	1,500,000
Thin Lift Overlay/Alternate Methods		100,000	100,000	100,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	2,050,000
TOTAL - PAVEMENT MANAGEMENT		\$2,511,250	\$2,700,000	\$2,400,000	\$2,600,000	\$2,800,000	\$3,000,000	\$3,230,000	\$3,490,000	\$3,490,000	\$3,490,000	\$29,771,250

Project Name: Department: Project Manager:		Wooden Bridge and Stair Replacement Engineering: Parks Dave Turner Date: 18-Jul-14 Base Program Project Type: Maintenance & Replacement										
Description:		This project consists of the replacement of ageing wooden structures, such as stairs, bridges and boardwalks, throughout the City's park system. Work in 2014 by the carpenter has revealed significant rot taking place on the staircases in Mahon Park. Work will include immediate repairs and structural engineering investigation into the severity of the problem.										
Purpose:		A number of wooden structures, such as small bridges, stairs, boardwalks and retaining walls in the City's Parks (Tempe Heights, Mosquito Creek, and Mahon) have deteriorated and create unsafe conditions for users. The purpose of this project is to gradually replace these structures over the course of the next three years on a priority basis.										
Alignment With Official Community Plan:		This project supports the goals and objectives of Chapter 9 of the OCP, by protecting and maintaining new and existing public infrastructure and amenities, and enhancing the natural and built environment. The improvements will also enhance community safety.										
Output: (Project Specifications)		Design and construction of several small wooden structures (stairs, bridges, boardwalks etc.) on a priority basis. Further investigation into the severity of the problem at Mahon by a structural engineer. Immediate repairs of the worst problems in Mahon.										
Outcome: (Customer Satisfaction)		Increased user safety and accessibility of parks, trails and related open space amenities.										
Impact If Project Does Not Proceed:		Continued deterioration of City's assets, increased unsafe conditions in City parks and decreased accessibility by park users.										
GHG Implications: Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily available information.		Short term: limited GHG emissions associated with construction (fuel and materials).										
Milestones:		Replacement on a priority basis, starting in 2014										
		Director Approval: Approved by P. Navratil September 24, 2014										
		Funding Requirements										
City Funding (Fund Appropriation)		\$ 90,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
External Funding/Contributions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Expenditures		\$ 90,000	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Overhead Staffing (Engineering/Facilities) Specify as a percentage of funds appropriated		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Impact on Operations/Maintenance (Incremental to 2014 Base Year Operating Budget)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses net of recoveries (Include staffing)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staffing (FTE)												
Regular		-	-	-	-	-	-	-	-	-	-	-
Temporary		-	-	-	-	-	-	-	-	-	-	-
Total Staffing		-	-	-	-	-	-	-	-	-	-	-

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

Project Name: Department: Project Manager:	Block Funding - Parks Infrastructure Engineering: Parks Dave Turner 2014 - 2023 Project Plan On-Going Program Project Type: On-Going Program Date: 18-Jul-14 Base Program											
Description:	Since 2005 the Parks Infrastructure Block Funding has supported a variety of small scale park infrastructure upgrades with individual project values of less than \$10,000. The annual program maximum is currently \$75,000. In 2014 projects have included re-surfacing the centre path on Grand Boulevard, trail improvements in Tempe Park, sports field drainage investigation, leaf bin recycling project, chafer beetle restoration work, renovation of the park at Jack Loucks, repair to a major water pipe break in Waterfront Park, and several large fencing projects.											
Purpose:	The program supports the Parks Operation Budget, and provides staff with the resources to respond immediately to time-sensitive, smaller infrastructure replacement issues, in order to ensure public safety and maintain levels of service.											
Alignment With Official Community Plan:	These small projects help support the goals and objectives of the Parks and Greenways section of the OCP by protecting and maintaining new and existing public infrastructure and amenities and enhance the natural and built environment. These projects also help enhance community safety in our parks and open space.											
Output: (Project Specifications)	Projects that are funded through this program are often the result of unplanned events (such as storm, or mechanical failure), and typically high priority for replacement, too expensive to fund from the operating budget, and too minor to warrant individual attention through the annual capital planning process, such as, the replacement of a failed hot water heater in a washroom, or the construction of a damaged staircase or fence.											
Outcome: (Customer Satisfaction)	The Parks Infrastructure program has proven to be an effective program for keeping the public satisfied with our parks system. Timely repairs of things like failed water heaters, field lighting, or trails following storm damage, are examples of the types of work that have been completed through this program, and help ensure high customer satisfaction.											
Impact if Project Does Not Proceed:	Not proceeding with the parks infrastructure annual funding would have a significant impact. Parks operations would be put in the difficult position of having to decide which of these relatively large projects (by operating budget standards) would be completed each year and which would have to be backed up. This could result in considerable customer dissatisfaction. The Parks Infrastructure program is critical to maintaining effective service delivery in Parks Operations.											
GHG Implications: Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily available information.	Minor GHG emissions are associated with this work. The leaf composting bins will save some GHG by reducing trucking of compost.											
Milestones:	Director Approval: Approved by P. Navratil September 24, 2014											
Funding Requirements	2005-2014 Budget	2014 Revised Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	TOTAL
City Funding (Fund Appropriation)	\$ -	\$ 30,000	\$ 45,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 675,000
External Funding/Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Specify:												
Total Project Expenditures	\$ -	\$ 30,000	\$ 45,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 675,000
Overhead Staffing (Engineering/Facilities) Specify as a percentage of funds appropriated		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Impact on Operations/Maintenance (Incremental to 2014 Base Year Operating Budget)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses net of recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(Include staffing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staffing (FTE)												
Regular	-	-	-	-	-	-	-	-	-	-	-	-
Temporary	-	-	-	-	-	-	-	-	-	-	-	-
Total Staffing	-	-	-	-	-	-	-	-	-	-	-	-

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

Project Name: Department: Project Manager:	Spirit Trail - Mosquito Creek Marina / Squamish Nation Engineering: Parks Heather Reinhold Project Type: 4-Sep-14 Dedicated Funds New Capital Asset											
Description:	Implementation of multi-use trail connection through Mosquito Creek Marina on Squamish Nation lands from Spirit Trail Bewicke to the built section of the Squamish Nation Spirit Trail. Creation of key link connecting Harbourside / Marine Drive neighbourhood to Lower Lonsdale and the SeaBus.											
Purpose:	This funding will be used for project geotechnical review and response, an engineering peer review of the final design, environmental assessment and response, lighting design and construction oversight. A grant application has been made through the Provincial Cycling Investment Program and should the grant application be successful, the City requested funds will be returned (anticipated award of grant - January 2015)											
Alignment With Official Community Plan:	This project supports the goals and objectives of Chapter 6, 8, 9 and 11 of the OCP. This project also supports the goals and objectives of the Parks Master Plan.											
Output: (Project Specifications)	Completion of design and construction of the Spirit Trail section connecting Bewicke to the existing Squamish Nation section. Specifically this funding will be used for geotechnical review and response, an engineering peer review of final design, environmental assessment and response, lighting design and construction oversight.											
Outcome: (Customer Satisfaction)	Transformation of the waterfront with a Spirit Trail link between the high amenity areas of Harbourside to the west and the Lonsdale Quay to the east; continuation of a waterfront alternative transportation and recreation route accessible at all; completion of a continuous Spirit Trail link from Lions Gate Bridge to SeaBus; GHG emissions reduction.											
Impact if Project Does Not Proceed:	Full scope of Mosquito Creek Marina connection will not be built. Critical key link in Spirit Trail not completed. Reduced provision of infrastructure for alternative transportation options; loss of momentum of Spirit Trail implementation; GHG emissions and resource reduction targets not met.											
GHG Implications: Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily available information.	Short-Term: Limited GHG emissions associated with construction (fuel and materials). Reduction of GHG's anticipated over long-term through the provision of a key alternative transportation route.											
Milestones:	(1). Provincial PCIP Grant Anticipated - January 2015 (2). Construction 2015 (3). Opening 2015										Director Approval: Approved by P. Navratil September 24, 2014	
Funding Requirements	2005-2014 Budget	2014 Revised Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	TOTAL
City Funding (Fund Appropriation)	\$ 2,430,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
External Funding/Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Specify:												
Total Project Expenditures	\$ 2,430,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Overhead Staffing (Engineering/Facilities) Specify as a percentage of funds appropriated		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Impact on Operations/Maintenance (Incremental to 2014 Base Year Operating Budget)												
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses net of recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(Include staffing)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staffing (FTE)												
Regular	-	-	-	-	-	-	-	-	-	-	-	-
Temporary	-	-	-	-	-	-	-	-	-	-	-	-
Total Staffing	-	-	-	-	-	-	-	-	-	-	-	-

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

Project Name: Upgrade to Warehouse Sprinkler Coverage		2014 - 2023 Project Plan											
Department: City Manager's Office		Project Type: Maintenance & Replacement											
Project Manager: Glenn Stainton		Date: 30-Jul-14 Base Program											
Description:		Upgrade of the existing warehouse sprinkler system to provide proper sprinkler fire coverage and meet fire code requirements.											
Purpose:		An upgrade is required to the current sprinkler coverage system to allow full use of the warehouse racking height. The proposed project will provide either an "In-Rack" sprinkler, or an "Early Suppression Fast Response" sprinkler system to ensure proper coverage.											
Alignment With Official Community Plan:		This project aligns with the OCP goals and objectives 11.7.2 , to operate and maintain the infrastructure to an acceptable standards and OCP objective 11.7.4 , to maintain structures to optimize the useful life of our infrastructure and replace it when necessary to maintain reliable service,											
Output: (Project Specifications)		The planned project will bring the existing installation into full compliance with the NFPA fire code for warehouses and allow the full height of the warehouse to be used for storage											
Outcome: (Customer Satisfaction)		Improved long term use and increased value to the warehouse structure											
Impact If Project Does Not Proceed:		Warehouse racking system will need to be reduced to below twelve feet to allow traditional sprinkler coverage to be compliant with the fire code. This would significantly reduce the usefulness of the warehouse.											
GHG Implications: Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily available information.		Fuel used and waste generated during construction. On-going maintenance will be reduced through plant selection, but will still require fossil fuel inputs.											
Milestones:		Installation in January 2015											
		Director Approval: Approved by B. Pearce September 26, 2014											
Funding Requirements		2005-2014 Budget	2014 Revised Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	TOTAL
City Funding (Fund Appropriation)		\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000
External Funding/Contributions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Specify:													
Total Project Expenditures		\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Overhead Staffing (Engineering/Facilities)													
Specify as a percentage of funds appropriated		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Impact on Operations/Maintenance (Incremental to 2014 Base Year Operating Budget)													
Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses net of recoveries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(Include staffing)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staffing (FTE)													
Regular		-	-	-	-	-	-	-	-	-	-	-	-
Temporary		-	-	-	-	-	-	-	-	-	-	-	-
Total Staffing		-	-	-	-	-	-	-	-	-	-	-	-

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

Project Name: Department: Project Manager:		Block Funding City Properties Facilities Glenn Stainton										2014 - 2023 Project Plan On-Going Program	
Description:		Date: 18-Jul-14 Base Program Block funding to acquire capital items under \$10,000 for City-Used properties (i.e. Civic Centre, Fire Hall, Works Yard). An appropriation of funds in the fall will ensure funds are in place, should they be required early in 2015, before the Final Project Plan is approved.											
Purpose:		Provides staff with the resources to respond immediately to time-sensitive, smaller infrastructure and equipment replacement issues, in order to ensure public safety and maintain levels of service.											
Alignment With Official Community Plan:		These small projects help support the goals and objectives of the OCP by protecting and maintaining new and existing public infrastructure and amenities.											
Output: (Project Specifications)		Projects through this program are often the result of unplanned events (such mechanical failure), and typically high priority for replacement, are of a capital nature, and too minor to warrant individual attention through the annual capital planning process. Examples of projects funded by block funding are the replacement of a failed HVAC component, installation of a security gate, or the replacement of a chair.											
Outcome: (Customer Satisfaction)		Provide uninterrupted services and preservation of City infrastructure.											
Impact if Project Does Not Proceed:		Inability to repair infrastructure in a timely matter, resulting in service disruptions, deterioration of the value of City assets, and building system component failures.											
GHG Implications:		GHG implications will vary, depending on the type of purchase.											
Milestones:		Director Approval: Approved by B. Pearce September 18, 2014											
		2005-2014 Budget	2014 Revised Budget	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	TOTAL
Funding Requirements													
City Funding (Fund Appropriation)		\$ -	\$ 20,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 900,000
External Funding/Contributions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Expenditures		\$ -	\$ 20,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 900,000
Overhead Staffing (Engineering/Facilities)													
Specify as a percentage of funds appropriated			0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Impact on Operations/Maintenance													
(Incremental to 2014 Base Year Operating Budget)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses net of recoveries		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(Include staffing)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staffing (FTE)													
Regular		-	-	-	-	-	-	-	-	-	-	-	-
Temporary		-	-	-	-	-	-	-	-	-	-	-	-
Total Staffing		-	-	-	-	-	-	-	-	-	-	-	-

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

Project Name: Department: Project Manager:		Block Funding - Non City Properties Facilities Glenn Stainton				2014 - 2023 Project Plan On-Going Program						
Description:		Date: 18-Jul-14 Base Program										
Purpose:		Block funding to acquire capital items under \$10,000 for Non-City used properties (i.e. Presentation House, rental properties). An appropriation of funds in the fall will ensure funds are in place, should they be required early in 2015, before the Final Project Plan is approved.										
Alignment With Official Community Plan:		Provides staff with the resources to respond immediately to time-sensitive, smaller infrastructure and equipment replacement issues, in order to ensure public safety and maintain levels of service.										
Output: (Project Specifications)		These small projects help support the goals and objectives of the OCP by protecting and maintaining new and existing public infrastructure and amenities.										
Outcome: (Customer Satisfaction)		Projects through this program are often the result of unplanned events (such mechanical failure), and typically high priority for replacement, are of a capital nature, and too minor to warrant individual attention through the annual capital planning process. Examples of projects funded by block funding are the replacement of a failed HVAC component, installation of a security gate, or the replacement of a chair.										
Impact if Project Does Not Proceed:		Provide uninterrupted services and preservation of City infrastructure.										
GHG Implications: Discuss GHG considerations for all projects. Provide figures for Fleet, Facilities and any project with readily available information.		Inability to repair infrastructure in a timely matter, resulting in service disruptions, deterioration of the value of City assets, and building system component failures.										
Milestones:		GHG implications will vary, depending on the type of purchase.										
		Director Approval: Approved by B. Pearce September 18, 2014										

* Prior to creating new on-going programs, please contact the Manager, Financial Planning. For on-going programs and maintenance & replacement projects, please attach a list of the projects and funding (appropriation) requirements.

Pg. 1

ATTACHMENT # 3



Dept. Manager	Director	CAO
------------------	----------	-----

The Corporation of THE CITY OF NORTH VANCOUVER
FINANCE DEPARTMENT

REPORT

To: Mayor Darrell R. Mussatto and Members of Council

From: Ben Themens, Director of Finance

SUBJECT: ADMINISTRATIVE AGREEMENT ON THE FEDERAL GAS TAX FUND IN
BRITISH COLUMBIA (GAS TAX AGREEMENT)

Date: July 3, 2014 File No: 1855-01

The following is a suggested recommendation only. Please refer to Council Minutes for adopted resolution.

RECOMMENDATION:

PURSUANT to the report of the Director of Finance, dated July 3, 2014, entitled "Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Gas Tax Agreement)":

THAT the Mayor and City Clerk be authorized to sign the 2014-2024 Community Works Fund Agreement under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

ATTACHMENTS:

1. 2014-2024 Community Works Fund Agreement under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

PURPOSE:

The purpose of this report is to receive Council approval to accept the terms and conditions of the 2014-2024 Community Works Fund Agreement on the Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Attachment 1). The

Pg. 2

Item 23 - Admin Agmt on Federal
Gas Tax Fund in BC

report does not make a recommendation with regard to the use of funds which will be considered as part of the Financial Plan process.

BACKGROUND:

On May 22, 2014, The Union of BC Municipalities (UBCM), Canada and the Province of British Columbia announced the signing of a new Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Gas Tax Agreement). The Gas Tax Agreement will see an annual federal transfer of funding to BC local governments for investments in capital and capacity building projects

DISCUSSION:

Canada, British Columbia and UBCM wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities.

The Agreement provides for delivery of funding that may be received by UBCM from Canada, including interest thereon, through three programs, one of which is community Works Fund. The Agreement sets out the purpose, term and conditions of the community Works Fund, and requires that in order to receive Community Works Fund funding; a Local Government must sign a Funding Agreement with UBCM.

The funding provided under this agreement can be used for the following eligible projects:

- Local roads, bridges
- Highways
- Short-sea shipping
- Short-line rail
- Regional and local airports
- Broadband connectivity
- Public transit
- Drinking water
- Wastewater
- Solid waste
- Community energy systems
- Brownfield redevelopment
- Sports infrastructure
- Recreational infrastructure
- Cultural infrastructure
- Tourism Infrastructure
- Disaster mitigation
- Capacity building re: Long-term planning practices

Pg. 3

Item 23 - Admin Agmt on Federal
Gas Tax Fund in BC

The agreement does not require that projects be identified prior to receiving funding but reporting on the use of the funds is required on June 1st of each year. The agreement allows for funds to be set aside in a separate account until their use as long as the interest is used toward eligible expenses. The agreement is set to expire on March 31, 2024 but there is a provision to continue the agreement if the funds have not been spent on the Eligible Projects by then.

This provides great flexibility. The City can use the funding immediately towards new initiatives that are not included in the current 2014-2023 Project Plan or set aside the funding to fund, for instance, the redevelopment of Harry Jerome. At this time, staff is suggesting that funding use be reviewed as part of the annual preparation of the Project Plan. However, alternatively, funding could go towards new eligible initiatives that are identified during the course of the year as long as a provision is included for this purpose in the plan. Such a provision exists in the current plan and funding could be used this year as soon as it is received. This being said, the project would need to be endorsed by Council.

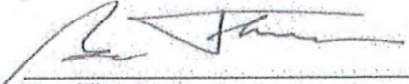
FINANCIAL IMPLICATIONS:

The City will receive \$187,587.37 in 2014. This will be provided in two installments of \$93,793.69 in August and December. The annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement will continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 4.3 due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.

Staff will report back to Council on potential City projects that may be funded by this source of revenue.

INTER-DEPARTMENTAL IMPLICATIONS:

This report has been reviewed by the Major Projects Committee at their meeting on July 2, 2014.

RESPECTFULLY SUBMITTED:
Ben Themens
Director of Finance

Pg. 4

Item 23 - Admin Agmt on Federal
Gas Tax Fund in BCAttachment 1Administration provided
By UBCMFunding provided by:
Government of Canada

Canada

In partnership with:
The Province of BCBRITISH
COLUMBIA
www.gov.bc.caGas Tax Program
ServicesLocal Government House
525 Government St
Victoria BC V8V 0A8Phone: 250-356-5134
Fax: 250-356-5119

Website:

www.ubcm.ca
under
Funding Programs

Renewed Gas Tax Fund

Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia

May 30, 2014

Mayor Darrell Mussatto
City of North Vancouver
141 West 14th Street
North Vancouver, BC V7M 1H9

Dear Mayor Darrell Mussatto:

On May 22, 2014, The Union of BC Municipalities (UBCM), Canada and the Province of British Columbia announced the signing of the Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Gas Tax Agreement). The Gas Tax Agreement will see an annual federal transfer of funding to BC local governments for investments in capital and capacity building projects, and replaces the current 2005-2015 Gas Tax Agreement.

One of the significant changes to the renewed Gas Tax Agreement is that Local Governments within the Greater Vancouver region can receive a semi-annual allocation of Community Works Funding (CWF). CWF provides dedicated, predictable, long-term funding to all Local Governments in British Columbia for investments in capital and capacity building projects. Local Governments make local choice on which projects to fund through this program.

Please find enclosed two (2) copies of your CWF Agreement for 2014-2024. If Council resolves to enter into this CWF Agreement, the Mayor and the Corporate Officer should sign both copies and return both to UBCM, along with a certified Council resolution. Upon receipt, UBCM will sign and date the Agreement and return one fully executed copy for your records. At that time, UBCM will release your first of two CWF payments for 2014 in the amount of \$93,793.69. Your second payment is expected to be released by December 2014 and payments are expected to continue in a semi-annual basis over the term of the CWF Agreement 2014-2024.

The renewed Gas Tax Agreement can be found on the UBCM website at www.ubcm.ca under the Funding Programs, Renewed Gas Tax Agreement tab.

CITY OF NORTH VANCOUVER MAYOR'S OFFICE
COPY:
JUN 06 2014

Pg. 5

Item 23 - Admin Agmt on Federal
Gas Tax Fund in BC

Please feel free to contact Brant Felker, Gas Tax Program Manager, if you have any questions about CWF or other programs under the Gas Tax Agreement. Brant can be reached by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Yours truly,

A handwritten signature in dark ink, appearing to read "Rhona Martin". The signature is fluid and cursive, with the first name "Rhona" being more prominent than the last name "Martin".

Rhona Martin
UBCM President

Community Works Fund Agreement

Page 1

2014-2024 COMMUNITY WORKS FUND AGREEMENT
under the
ADMINISTRATIVE AGREEMENT
ON THE FEDERAL GAS TAX FUND IN BRITISH COLUMBIA

This Agreement made as of _____, 201__.

BETWEEN:

City of North Vancouver (the Local Government)

AND

The UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act RSBC 2006, c.1*, as represented by the President

WHEREAS:

- A. Canada, British Columbia and UBCM wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities;
- B. Canada, British Columbia and UBCM have entered into the Agreement setting out the roles and responsibilities of the Parties for the administration of the Federal Gas Tax Fund (GTF) in British Columbia;
- C. The Agreement provides for delivery of funding that may be received by UBCM from Canada, including interest thereon, through three programs, one of which is Community Works Fund;
- D. The Agreement sets out the purpose, terms and conditions of the Community Works Fund, and requires that in order to receive Community Works Fund funding, a Local Government must sign a Funding Agreement with UBCM;

NOW THEREFORE, in consideration of the mutual promises herein, UBCM and the Local Government agree as follows:

1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM:

2. SCHEDULES

The following Schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

- Schedule A - Definitions
- Schedule B - Eligible Project Categories
- Schedule C - Eligible and Ineligible Expenditures

City of North Vancouver - Agreement [AG626-0-Community Works Fund (CWF)]

Community Works Fund Agreement

Page 2

Schedule D - Reporting and Audits
Schedule E - Communications Protocol

3. ROLE OF UBCM**3.1** UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- A. receive GTF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- B. report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and
- C. fulfill other roles and responsibilities as set out in the Agreement.

4. CONTRIBUTION PROVISIONS

- 4.1** Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.
- 4.2** Payments under section 4.1 are subject to UBCM receiving sufficient GTF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the First Agreement.
- 4.3** Annual allocation is based on a formula set out in section 3.4 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$187,587.37, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and November 15, 2014.
- 4.4** Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 4.3 due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.
- 4.5** Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

5. USE OF FUNDS BY LOCAL GOVERNMENT

- 5.1 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

6. COMMITMENTS OF THE LOCAL GOVERNMENT**6.1 The Local Government shall:**

- A. Ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon are expended and used in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
- B. Treat any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon as federal funds with respect to other federal infrastructure programs.
- C. Over the term of this Community Works Fund Agreement, ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon result in incremental spending as measured by the methodology, which will include a Base Amount, approved by the Partnership Committee.
- D. Comply with all Ultimate Recipient requirements outlined in Schedule E (Communications Protocol).
- E. During the term of this Community Works Fund Agreement work to strengthen Asset Management, in accordance with the Asset Management framework developed by the Partnership Committee.
- F. Invest, in a distinct account, GTF funding received from UBCM in advance of paying Eligible Expenditures.
- G. With respect to Contracts, award and manage all Contracts in accordance with the Local Government's relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable international trade agreements, and all other applicable laws.
- H. Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- I. Submit a report to UBCM, in a format acceptable to UBCM, by June 1 in each year, which includes:
 - GTF transactions of the Local Government for the previous calendar year, in sufficient detail to allow UBCM to produce the Annual Report required by Schedule D (Reporting and Audits);
 - a declaration from the Chief Financial Officer that the Local Government has complied with all Funding Agreements between it and UBCM; and

Community Works Fund Agreement

Page 4

- any other information required by UBCM to fulfill its responsibilities under the Agreement, including, but not limited to project outcomes in relation to anticipated program benefits, expenditures made for tangible capital assets, and progress made towards Asset Management Improvements.

J. Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of any Unspent Funds and any GTF funding, as well as any interest earned thereon, and all other relevant information and documentation requested by Canada or UBCM or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Community Works Fund Agreement.

K. Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from GTF funding, Unspent Funds and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

L. Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada or UBCM.

M. Ensure actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada, British Columbia, or UBCM and the Local Government, or between Canada, British Columbia, or UBCM and a Third Party.

N. Ensure the Local Government does not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada, British Columbia or UBCM.

O. Ensure that the Local Government will not, at any time, hold the Government of Canada or British Columbia or any of their respective officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate the Government of Canada or British Columbia and their respective officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the negligence of an officer, employee, or agent of Canada in the performance of his or her duties.

P. Ensure that the Local Government will not, at any time, hold UBCM or any of its officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate UBCM and its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the act of negligence of an officer, employee, or agent of UBCM in the performance of his or her duties.

Q. Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Agreement will extend beyond such expiration or termination.

Community Works Fund Agreement

Page 5

7. TRANSITION

- 7.1 As of the effective date of this Community Works Fund Agreement, the First Community Works Fund Agreement is terminated.
- 7.2 Notwithstanding section 7.1, the Parties agree that prior to its termination, the First Community Works Fund Agreement is amended to add to section 6.2 of that agreement: Schedule A (Eligible Project Categories and Project Examples); Schedule B (Eligible Costs for Eligible Recipients) and Schedule E (Reporting and Audit).
- 7.3 Notwithstanding section 7.1, the Parties agree that the survival rights and obligations in Section 6.2 of the First Community Works Fund Agreement (including those added to that section by virtue of Section 7.2), and any other section of the First Community Works Fund Agreement that is required to give effect to that survival section, will continue to apply beyond the termination of the First Community Works Fund Agreement subject to the following:

- A. Regardless of any wording in the First Community Works Fund Agreement with another effect, Unspent Funds, including interest earned thereon, will, as of the effective date of this Community Works Fund Agreement, be subject to this Community Works Fund Agreement;
- B. Unspent Funds that fall within the reporting period of the 2013 Annual Expenditure Report (as defined in the First Community Works Fund Agreement) will be reported by the Local Government to UBCM in accordance with the First Community Works Fund Agreement;
- C. Unspent Funds that fall within the reporting period that includes January 1, 2014 to the effective date of this Community Works Fund Agreement will be reported by the Local Government to UBCM in accordance with this Community Works Fund Agreement;
- D. The survival of the reporting obligations under Section 3.2 and section 1.1 of Schedule E (Reporting and Audits) of the First Community Works Fund Agreement extends only until these obligations are fulfilled by the Local Government for the 2013 reporting year, after which, the reporting obligations under Section 6.1(i) and Schedule D of this Community Works Fund Agreement will apply; and
- E. Any matters that Section 3.1 (iv) and Schedule G of the First Community Works Fund Agreement would have applied to will be dealt with under Section 6.1(d) and Schedule E (Communications Protocol) of this Community Works Fund Agreement.

8. TERM

This Community Works Fund Agreement will be effective as of April 1, 2014 and will be in effect until March 31, 2024 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any GTF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2024 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

Community Works Fund Agreement

Page 6

9. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

10. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

11. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

12. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

Community Works Fund Agreement

Page 7

13. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by facsimile or email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

Any notice to UBCM will be addressed to:

Executive Director
525 Government Street
Victoria, British Columbia
V8V 0A8
Facsimile: 250 356-5119
Email: ubcm@ubcm.ca

Any notice to the Local Government will be addressed to:

The Corporate Officer at the place designated as the Local Government office.

Community Works Fund Agreement

Page 8

SIGNATURES

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

City of North Vancouver

Original signed by:

Mayor_____
Corporate OfficerSigned by City of North Vancouver on the
_____ day of _____, 201__.

UNION OF BC MUNICIPALITIES

Original signed by:

Corporate Officer_____
General Manager, Victoria OperationsThe Community Works Fund Agreement have
been executed by UBCM on the _____ day
of _____, 201__.

Schedule A – Definitions

"Agreement" means the Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

"Annual Report" means the duly completed annual report to be prepared and delivered by UBCM to Canada and British Columbia, as described in Schedule D (Reporting and Audits).

"Asset Management" (AM) includes planning processes, approaches or plans that support integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits and manage risk. AM is further described in Schedule F (Asset Management) of the Agreement, and can include:

- an inventory of assets;
- the condition of assets;
- level of service;
- risk assessment;
- a cost analysis;
- community priority setting;
- long-term financial planning.

"Base Amount" means an amount established over a time-period, reflecting non-federal investments in infrastructure and against which GTF investments will be measured to ensure that GTF investments are incremental.

"Chief Financial Officer" means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

"Communications Protocol" means the protocol by which all communications activities related to GTF funding will be delivered as described in Schedule E (Communications Protocol).

"Community Works Fund" means the fund provided from the Federal gas tax revenues to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

"Community Works Fund Agreement" means this Agreement made between UBCM and Local Government.

"Contract" means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

"Eligible Expenditures" means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

"Eligible Projects" means projects as described in Schedule B (Eligible Project Categories).

"First Agreement" means the agreement for the transfer of federal gas tax revenues entered into on September 19, 2005 by the Government of Canada, British Columbia and UBCM, with an expiry date of March 31, 2019, as amended.

Community Works Fund Agreement

Page 10

"First Community Works Fund Agreement" means the agreement entered between UBCM and Local Government in order to administer the Community Works Fund under the First Agreement.

"Funding Agreement" means an agreement between UBCM and an Ultimate Recipient setting out the terms and conditions of the GTF funding to be provided to the Ultimate Recipient as entered under the First Agreement or the Agreement.

"GTF" means the Gas Tax Fund, a program established by the Government of Canada setting out the terms and conditions for the administration of funding that may be provided by Canada to recipients under section 161 of the *Keeping Canada's Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, or any other source of funding as determined by Canada.

"Ineligible Expenditures" means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

"Infrastructure" means municipal or regional, publicly or privately owned tangible capital assets in British Columbia primarily for public use or benefit.

"Local Government" means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

"Outcomes Report" means the report to be delivered by March 31, 2018 and again by March 31, 2023 by UBCM to Canada and British Columbia which reports on how GTF investments are supporting progress towards achieving the program benefits, more specifically described in Schedule D (Reporting and Audits).

"Partnership Committee" means the Committee required to be established by the Agreement to govern the implementation of the Agreement and further described in Annex C of the Agreement.

"Party" means Canada, British Columbia or UBCM when referred to individually and collectively referred to as "Parties".

"Third Party" means any person or legal entity, other than Canada, British Columbia, UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

"Ultimate Recipient" means a Local Government.

"Unspent Funds" means Funds (as defined by the First Agreement) that have not been spent towards an Eligible Project (as defined under the First Agreement) prior to the effective date of the Agreement.

Schedule B – Eligible Project Categories

Eligible Projects include investments in infrastructure for its construction, renewal or material enhancement in each of the following categories:

A. Local roads, bridges – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).

B. Highways – highway infrastructure.

C. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.

D. Short-line rail – railway related infrastructure for carriage of passengers or freight.

E. Regional and local airports – airport-related infrastructure (excludes the National Airport System).

F. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.

G. Public transit – infrastructure that supports a shared passenger transport system which is available for public use.

H. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.

I. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems.

J. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.

K. Community energy systems – infrastructure that generates or increases the efficient usage of energy.

L. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes:

- the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
- the construction of Local Government public parks and publicly-owned social housing.

M. Sport infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).

N. Recreational infrastructure – recreational facilities or networks.

Community Works Fund Agreement

Page 12

O. Cultural infrastructure – infrastructure that supports arts, humanities, and heritage.

P. Tourism infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes.

Q. Disaster mitigation – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Eligible Projects also include:

R. Capacity building – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Schedule C – Eligible and Ineligible Expenditures**1. ELIGIBLE EXPENDITURES****1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:**

A. the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset;

B. for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
-studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
-training directly related to asset management planning; and,
-long-term infrastructure plans.

C. the expenditures directly associated with joint communication activities and with federal project signage for GTF-funded projects.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- the arrangement is approved in advance and in writing by UBCM.

1.3 Administration expenses of UBCM related to program delivery and implementation of this Agreement, in accordance with Section 9 (Use and Recording of Funds by UBCM) of Annex B (Terms and Conditions).

Community Works Fund Agreement

Page 14

2. INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

A. project expenditures incurred before April 1, 2005;

B. project expenditures incurred before April 1, 2014 for the following investment categories:

- highways;
- regional and local airports;
- short-line rail;
- short-sea shipping;
- disaster mitigation;
- broadband connectivity;
- brownfield redevelopment;
- cultural infrastructure;
- tourism infrastructure;
- sport infrastructure; and
- recreational infrastructure.

C. the cost of leasing of equipment by the Ultimate Recipient; any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;

D. taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;

E. purchase of land or any interest therein, and related costs;

F. legal fees; and

G. routine repair and maintenance costs.

Schedule D – Reporting and Audits**1. REPORTING**

Reporting requirements under the GTF will consist of an Annual Report and an Outcomes Report that will be submitted to Canada and British Columbia for review and acceptance. The reporting year is January 1st to December 31st.

1.1 ANNUAL REPORT

By September 30th of each year, UBCM will provide to Canada and British Columbia an Annual Report in an electronic format deemed acceptable by Canada consisting of the following in relation to the previous reporting year:

Financial Report Table: The financial report table will be submitted in accordance with the following template.

Annual Report Financial Table	Annual 20xx - 20xx	Cumulative 2014 - 20xx
UBCM		
Opening Balance	\$xx	
Received from Canada	\$xx	\$xx
Interest Earned	\$xx	\$xx
Administrative Cost	(\$xx)	(\$xx)
Transferred to Ultimate Recipients	\$xx	\$xx
Closing Balance of Unspent Funds		
Ultimate Recipients in aggregate		
Opening Balance	\$xx	
Received from UBCM	\$xx	\$xx
Interest Earned	\$xx	\$xx
Spent on Eligible Expenditures	(\$xx)	(\$xx)
Closing Balance of Unspent Funds		

²²¹ For the 2014 Annual Report this means the amount reported as unspent by UBCM the 2013 Annual Expenditure Report (as defined under the First Agreement).

²²² For the 2014 Annual Report this means the amount reported as unspent by Eligible Recipients (as defined under the First Agreement) in the 2013 Annual Expenditure Report (as defined under the First Agreement).

Community Works Fund Agreement

Page 16

Independent Audit or Audit Based Attestation:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by British Columbia and UBCM, as to:

- A. the accuracy of the information submitted in the Financial Report Table; and
- B. that Funds were expended for the purposes intended.

Project List

UBCM will maintain, and provide to Canada and British Columbia a project list submitted in accordance with the following template.

Annual Report - GTF Project List Template

Project ID	Ultimate Recipient	Project Title	Project Description	Investment Category	Total Project Cost	Funds (GTF) Spent	Completed

1.2 OUTCOMES REPORT

By March 31, 2018 and March 31, 2023, UBCM will provide to Canada and British Columbia and make publicly available, an Outcomes Report that will report in aggregate on the degree to which investments are supporting the progress in British Columbia towards achieving the following program benefits:

- A. Beneficial impacts on communities of completed Eligible Projects;
- B. Enhanced impact of GTF as a predictable source of funding including incremental spending; and
- C. Progress made on improving Local Government Asset Management.

The Outcomes Report will present performance data and a narrative on program benefits. The partnership committee will develop and approve a methodology for reporting on performance in respect of each of the program benefits

2. AUDITS

Canada may, at its expense, carry out any audit in relation to the Agreement, and for this purpose, reasonable and timely access to all documentation, records and accounts that are related to the Agreement and the use of GTF funding, and any interest earned thereon, and to all other relevant information and documentation requested by Canada or its designated representatives, will be provided to Canada and its designated representatives by:

- British Columbia and UBCM, as applicable, where these are held by British Columbia, UBCM, or their respective agents or Third Parties; and
- Ultimate Recipients where these are held by the Ultimate Recipient or a Third Party or their respective agents.

Canada may, at its expense, complete a periodic evaluation of the GTF to review the relevance and performance (i.e. effectiveness, efficiency and economy) of the GTF. British Columbia and UBCM will provide Canada with information on program performance and may be asked to participate in the evaluation process. The results of the evaluation will be made publicly available.

Schedule E – Communications Protocol

1. PURPOSE

1.1 The provisions of this Communications Protocol apply to all communications activities related to any GTF funding which may be delivered by Canada, including allocations, and Eligible Projects funded under this Agreement. Communications activities may include, but are not limited to, public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.

1.2 Through collaboration, the Parties agree to work to ensure clarity and consistency in the communications activities meant for the public.

2. JOINT COMMUNICATIONS APPROACH

2.1 The Parties agree to work in collaboration to develop a joint communications approach that identifies guiding principles, including those related to the provision of upfront project information, project signage, and planned communications activities throughout the year. This joint communications approach will have the objective of ensuring that communications activities undertaken each calendar year communicate a mix of Eligible Project types from both large and small communities, span the full calendar year and use a wide range of communications mediums.

2.2 The Parties agree that the initial annual joint communications approach will be finalized and approved by the partnership committee within 60 working days following the inaugural meeting of the partnership committee.

2.3 The Parties agree that achievements under the joint communications approach will be reported to the partnership committee once a year, or more frequently as requested by the partnership committee.

2.4 The Parties agree to assess the effectiveness of the joint communications approach on an annual basis and, as required, update and propose modifications to the joint communications approach. Any modifications will be brought to the partnership committee for approval.

3. INFORM CANADA ON ALLOCATION AND INTENDED USE OF GTF FUNDING FOR COMMUNICATIONS PLANNING PURPOSES

3.1 UBCM agrees to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. The Parties will agree, in the joint communications approach, on the date this information will be provided. The information will include, at a minimum:

Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; amount of Funds being used toward the Eligible Project; and anticipated start date.

3.2 The Parties agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada. This information will only be used for communications planning purposes and not for program reporting purposes.

3.3 The Parties agree that the joint communications approach will define a mechanism to ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements for Eligible Projects.

4. PROJECT SIGNAGE

4.1 The Parties and Ultimate Recipients may each have a sign recognizing their contribution to Eligible Projects.

4.2 At Canada's request, Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.

4.3 Where British Columbia, UBCM or an Ultimate Recipient decides to install a permanent plaque or other suitable marker with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.

4.4 The Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.

4.5 British Columbia or UBCM agree to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approach.

5. MEDIA EVENTS AND ANNOUNCEMENTS FOR ELIGIBLE PROJECTS

5.1 The Parties agree to have regular announcements of Eligible Projects that are benefiting from GTF funding that may be provided by Canada. Key milestones may be marked by public events, news releases and/or other mechanisms.

5.2 Media events include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.

5.3 A Party or an Ultimate Recipient may request a media event.

5.4 Media events related to Eligible Projects will not occur without the prior knowledge and agreement of the Parties and the Ultimate Recipient.

5.5 The Party or Ultimate Recipient requesting a media event will provide at least 15 working days' notice to the other Parties or Ultimate Recipient of their intention to undertake such an event. The event will take place at a mutually agreed date and location. The Parties and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. The Parties will each designate their own representative.

5.6 The conduct of all joint media events and products will follow the *Table of Precedence for Canada* as outlined at <http://www.pch.gc.ca/pgm/ceem-cced/prtl/precedence-eng.cfm>.

5.7 All joint communications material related to media events must be approved by Canada and recognize the funding of the Parties.

5.8 All joint communications material must reflect Canada's policy on official languages and the federal identity program.

6. PROGRAM COMMUNICATIONS

6.1 The Parties and Ultimate Recipients may include messaging in their own communications products and activities with regard to the GTF.

6.2 The Party or Ultimate Recipient undertaking these activities will provide the opportunity for the other Parties and Ultimate Recipient to participate, where appropriate, and will recognize the funding of all contributors.

6.3 The Parties agree that they will not unreasonably restrict the other Parties or Ultimate Recipient from using, for their own purposes, public communications products related to the GTF prepared by a Party or Ultimate Recipients, or, if web-based, from linking to it.

6.4 Notwithstanding Section 5 (Communications Protocol), Canada retains the right to meet its obligations to communicate information to Canadians about the GTF and the use of funding through communications products and activities.

7. OPERATIONAL COMMUNICATIONS

7.1 The Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.

7.2 Canada, British Columbia, UBCM or the Ultimate Recipient will share information promptly with the Parties should significant emerging media or stakeholder issues relating to an Eligible Project arise. The Parties will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

British Columbia and UBCM agree to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including but not limited to Eligible Project success stories, Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

Recognizing that advertising can be an effective means of communicating with the public, a Party or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the GTF or Eligible Projects. However, such a campaign must respect the provisions of this Agreement. In the event of such a campaign, the sponsoring Party or Ultimate Recipient agrees to inform the other Parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

publicmeeting

FINANCE COMMITTEE MEETING

- WHAT:** 2014-2023 Financial Plan Revisions
- WHERE:** Council Chamber, City Hall
141 West 14th Street, North Vancouver, BC
- WHEN:** Monday, October 6, 2014 at 6:00 pm

The Finance Committee will consider a report regarding proposed 2014-2023 Financial Plan Revisions. Members of the public are invited to attend the Finance Committee Meeting to comment on the proposals.

The 2014-2023 Financial Plan Revisions may be inspected at the office of the City Clerk between 8:30 am and 5:00 pm, Monday to Friday, except statutory holidays, from October 3, 2014, and online at www.cnv.org.

city North Vancouver City Hall
of north 141 West 14th Street, North Vancouver, BC V7M 1H9
Vancouver Tel. 604.985.7761 | Fax. 604.985.9417 | www.cnv.org

