



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

COMMITTEE OF THE WHOLE

Date: Thursday, January 23, 2020 and Friday, January 24, 2020
Time: 9:00 a.m.
Location: Council Chambers, 495 Hot Springs Road
 Harrison Hot Springs, British Columbia

1. CALL TO ORDER	
Meeting called to order by Mayor Facio	
2. APPROVAL OF AGENDA	
3. ITEMS FOR DISCUSSION	
<p>(a) Report of the Community Services Coordinator – December 17, 2019 RE: Video Recording of Council Meetings</p> <p><u>Recommendation:</u></p> <p>THAT Council authorize a budget of up to \$20,000 to implement video recording of Council Meetings.</p>	<p>Item 3(a) Page 1</p>
<p>(b) Report of the Deputy Chief Administrative Officer/CO – January 16, 2020 RE: Conservation Treatment Proposal – Historic 1917 map</p> <p><u>Recommendation:</u></p> <p>THAT the costs for the restoration and conservation treatment of the 1917 historic blueprint map of the municipality be included in the 2020-2024 Financial Plan.</p>	<p>Item 3(b) Page 3</p>
<p>(c) Power Point Presentation – Infrastructure Manager RE: 2020 Infrastructure Projects</p>	<p>Item 3(c)</p>
<p>(d) Power Point Presentation - Financial Officer RE: Financial Plan 2020-2024</p>	<p>Item 3(d) Page 9</p>
4. ADJOURNMENT	



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 17, 2019
FROM: Rhonda Schell **FILE:** 0530-01
Community Services Coordinator
SUBJECT: Video Recording of Council Meetings

ISSUE:

To inform Council on the options available to video record council meetings.

DISCUSSION:

At the December 17, 2019 Regular Council Meeting, staff was directed to research the cost of video recording council meetings.

The basic components required to accomplish this are an HD camera, preferably with a mic, a connection to a computer, software to record the video, and the ability to upload and store the video on the internet in a format that is viewed across different devices and platforms. The options available scale from single cameras and storing recordings on YouTube to robust council meeting management software packages and encoders. In all scenarios, staff training and additional staff time would be required for set up, recording, uploading, and managing the data.

The following variables were considered when researching the costs:

- the number of camera views/angles that are required
- whether or not to show the presentations screen on the recording
- if the meetings will be streamed live and available on demand, streamed live only, on demand only
- whether to use a local storage server, cloud storage or YouTube
- accessibility provisions such as closed captioning
- agenda integration
- common uses in local government
- the need to inform the gallery and delegates that their likeness and voice may be included in recordings that will be made available to the public
- hardware and installation
- software
- staff time and training

Proposed Options

1. Multiple camera angles to show the council table, delegations, and gallery, agenda integration, closed captioning, show presentations screen, cloud data storage, ability to stream and replay on-demand.

Estimated Installation Cost: \$20,000
Ongoing annual Cost: \$5,000

2. Show one single view, closed captioning, shows presentations screen, cloud data storage (or YouTube), ability to stream and replay on-demand.

Estimated Installation Cost: \$15,000
Ongoing annual Cost: \$5,000

3. Show one single view, store the video on YouTube.

Estimated Installation Cost: up to \$5,000
Ongoing annual cost: \$250 (recording software)

4. Status Quo

RECOMMENDATION:

THAT Council authorize a budget of up to \$20,000 to implement video recording of council meetings.

Respectfully submitted:

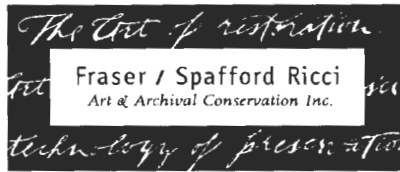
Rhonda Schell

Rhonda Schell
Community Services Coordinator

REVIEWED BY:

Madeline McDonald

Madeline McDonald
Chief Administrative Officer



CONSERVATION TREATMENT PROPOSAL

Record: "General Plan of the Property of
Harrison Hot Springs Coy
Ltd.", 1917 Blueprint on
paper, 36" x 36"

Client: Municipality of Harrison Hot Springs

FSR Lab #: 1691

Report Date: December 10, 2019 (Quote of 2014, revised)



General Plan of the Property of Harrison
Hot Springs Coy Ltd., 1917

CHARACTER AND CONDITION

The municipality of Harrison Hot Springs holds a historic blueprint plan of the area from 1917, and wishes to have it conserved. The plan is a cyano-print on paper, approximately 36" x 36", with several areas of localized red media.

The plan has the following conditions:

- Dust, dirt and surface grime – due to its age, the map will have a layer of dust, dirt and surface grime; it appears to have had a fair amount of handling in the past.
- Discoloration – the paper is discolored due to age (yellowed) and acidification
- Degraded adhesive tape – several areas of adhesive tape, one at least 7" in length has become brown, shrunken and embrittled with staining penetrating deep into the paper.
- Tears – severe and long tears from the right side, smaller tears at the other sides, especially the left and a pronounced "dog-eared" appearance to all edges due to tears and losses.
- Losses – large losses on the right side (approx. loss of 1/5 of the map overall) and smaller losses all edges
- Deformations – overall deformations and cockling, previously rolled and also localized shrinkage and deformations at the adhesive tape.
- Fragility - due to the conditions described above, the map is fragile and in particular it is brittle and degraded with increased acidity in the paper due to age, storage conditions, etc.

CONSERVATION TREATMENT PROPOSAL

TREATMENT STEP	LOW	HIGH
<p>Dry Surface Cleaning Dry surface cleaning materials will be used to remove hygroscopic and acidic loose dust, dirt and debris. The cleaning must be done slowly and carefully around the dog-eared edges and tears. Dry surface cleaning must be done to precede further aqueous cleaning to guarantee a good result.</p>	120.	150.
<p>Adhesive Tape Removal The discolored and brittle, and or sticky adhesive tape (the carrier and remnant adhesive) that are causing localized degradation, weakness and staining will be removed. The carrier will be removed mechanically and then the adhesive reduced using mechanical methods, a suction platen, solvent and/or solvent poultice. This will improve appearance and may reveal data below the staining. Since adhesive tapes continue to degrade and discolor/stain, removal will also improve future appearance and preservation.</p>	1050.	1200.
<p>Aqueous Cleaning The map has discoloration, extreme acidity and embrittlement/fragility. It requires washing to remove soluble acids and degradation products. Prior to washing, the red media will be tested for solubility and may receive a fixative (removed after cleaning) in order to ensure its placement during cleaning. The aqueous cleaning will bathe the paper fibers, reduce discoloration and acidity in the object, making it brighter and more pliable. By removing the acidity, the paper will be healthier, stronger and will have significantly improved long-term preservation. This process may occur in a bath, or on our paper suction table, as appropriate. Blueprints are alkaline sensitive, so no alkalinity can be used in cleaning solutions.</p>	575.	800.
<p>Lining onto Toned Paper The work will be humidified and lined (adhered overall) to a suitable archival paper using wheat starch paste adhesive. This will increase strength and provide support to the paper. The lining can be easily reversed if desired in the future using moisture. Where revealed, the lining paper will be toned to match the surrounding paper either before or after lining. The paper will be extended to the original rectangular shape of the map so that it has a complete appearance in terms of its shape on display. Although the missing data will not be replaced (obviously it is not known), the paper lining will have a similar color and thus will integrate the appearance of the lining to the map to a degree that is aesthetically agreeable.</p>	880.	1150.

Relaxation and Pressing	200.	280.
The map will be humidified to relax the fibers, and then pressed between clean blotter to restore planar integrity, improving appearance and legibility during access and digitization, and decreasing risk of tears and other damage during handling.		

Documentation and Lab Fee	250.	250.
The plan will be documented digitally before and after conservation treatment. If desired, the municipality will also be provided with “during treatment” photographs showing some of the stages of conservation, to illustrate the work to managers or the public. A final Conservation Treatment Report will be provided that will detail “before” and “after”, and images of the treatment.		

COST OF CONSERVATION ONLY	\$3,075.	\$3,830.00
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Presentation

The conserved plan can be presented in a few different ways, listed in order of increasing cost:

- | | |
|--|--|
| 1) Foldered – housed within acid free paper and a labelled archival folder so that it can be stored flat in a map cabinet or on a shelf. | 250. |
| 2) Encapsulated - housed within a mylar envelope that is sealed on two sides or four sides to allow for the plan to be stored as well as viewed since it will be protected from handling. We would provide a labelled archival folder to house the map. | 375. |
| 3) Matted – hinged in an archival manner using Japanese tissue and wheat starch paste to a 100% rag acid-free matboard and provided with a rag window sink mat and a cover to allow for matted flat storage of the map, ready for framing in the future. | 911. |
| 4) Matted and framed – hinged in an archival manner using Japanese tissue and wheat starch paste to a 100% rag 4-ply backmat. Either a 100% rag 8 ply sink mat or a float presentation with a spacer in the frame to separate the map from the frame glazing. The frame will be fit with ultraviolet filtering Plexiglas glazing and a neutral coroplast backing board. The UV filtering glazing looks like glass but is lighter and is not breakable. This glazing filters ultraviolet light rays to help protect from fading but for a fee this glazing can be upgraded to a reflection free acrylic glazing which has a more clear appearance in some lighting conditions. A wood sub-frame will be attached to the reverse of the frame to strengthen the frame over the long term. The cost of framing will depend on the type frame chosen but we have many frames to choose from. | 1,099. to
1,457.

PLUS
frame of
choice
(average
\$650.) |

Note:

- Tax and shipping are not included in estimate. Unpacking and packing charged at 75. Per hour
- Client must insure their own material in our lab and in transit. We do not provide insurance on client goods
- 25% deposit prior to beginning project; balance due net 30 after completion

BENEFITS AND ANTICIPATED OUTCOME

The original plan of Harrison Hot Springs is currently degraded with dirt, discolored adhesive tape, embrittlement, tears, losses and deformations. The plan will not be available for future residents of the town if preservation steps are not initiated. Over time, the plan will become more brittle, discolored, dirty and torn. It will also not be available for viewing, digitization (producing a copy) or display.

Following conservation treatment, the map will be stable and clean but it will still look historic. All data and print media will safely remain in place and cleaning will improve visibility of the data. The goal of this conservation treatment is to extend the life of the plan and to strengthen it for viewing, handling and for possible display. Following treatment the plan will be clean, adhesive tape and staining reduced, and tears repaired. The map will be flat and strong with lining onto a toned paper. Removal of acids and discoloration from the paper will make it more supple and will return the paper to a neutral or alkaline pH. Our methods and materials are those used with the high-quality conservation of archival materials for historic documents and records. The improvement in long-term stability and preservation will be substantial and result in the map lasting much longer into the future for enjoyment by the community. The brown adhesive tape will be reduced significantly, but slight staining will likely remain due to the depth of the stains and the need to ensure safety of the paper.

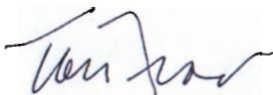
Following treatment, the plan can be prepared for archival storage, or it can be displayed in rag mats and a strong frame. Our lab will provide a report of the steps of conservation treatment and can forward images that can be used to educate the community on the processes that were used and the benefits of the conservation treatment to the future of the drawing.

We have treated valuable archival documents for many archives (such as the Provincial Archives and the Vancouver Archives) and institutions (such as Emily Carr University of Art + Design, Royal BC Museum, and University of British Columbia). We can forward references on request.

Submitted Respectfully,



Sarah Spafford-Ricci
Principal Conservator of Fine Art



Tara L. Fraser
Senior Conservator of Paper



Sarah Duffy
Conservator of Paper

IMAGE



The map has dust, dirt, remnant embrittled adhesive tape, adhesive stains, deformations and acidification/deterioration that have caused the paper to be very fragile. Large losses and tears exist, and the paper is acidic and deteriorated due to age and storage method.



HARRISON HOT SPRINGS

Naturally Refreshed

DRAFT FINANCIAL PLAN (2020-2024)

HARRISON HOT SPRINGS - DRAFT 2020 - 2024- FIVE YEAR FINANCIAL PLAN DETAILS

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL UNAUDITED	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
DRAFT									
GENERAL FUND									
REVENUE									
PROPERTY TAXES									
GENERAL MUNICIPAL TAXES	1,977,592	2,055,178	2,178,194	2,177,875	2,331,150	2,375,450	2,402,334	2,429,356	2,477,313
COLLECTIONS FOR OTHER GOVERNMENTS & AGENCIES	1,659,496	1,745,566	1,865,480	1,781,250	1,903,160	1,918,941	1,933,250	1,946,312	1,985,238
PENALTIES & INTEREST - TAXES	73,335	63,558	61,282	8,000	4,000	-	-	-	-
UTILITY CO. 1% REVENUE TAXES	34,504	36,121	36,952	36,951	37,901	38,029	38,085	38,296	39,062
PAYMENTS IN LIEU OF TAXES	4,669	4,512	4,308	4,350	4,050	4,450	4,530	4,612	4,704
Total taxes collected	3,749,596	3,904,935	4,146,216	4,008,426	4,280,261	4,336,870	4,378,199	4,418,575	4,506,316
REMITTANCES TO OTHER GOVERNMENTS & AGENCIES	(1,659,496)	(1,745,566)	(1,865,480)	(1,781,250)	(1,903,160)	(1,918,941)	(1,933,250)	(1,946,312)	(1,985,238)
Net Taxes for Municipal Purposes	2,090,100	2,159,369	2,280,736	2,227,176	2,377,101	2,417,929	2,444,949	2,472,263	2,521,078
REVENUE FROM OWN SOURCES									
DCC REVENUE RECOGNISED									
RESORT MUNICIPALITY INITIATIVE	39,000	76,173	91,245	100,000	100,000	100,000	100,000	102,000	104,040
CURBSIDE COLLECTION	118,027	119,169	122,868	130,000	130,000	130,000	130,000	132,600	135,252
LICENSES & PERMITS	32,400	38,460	38,865	30,200	30,200	30,200	30,704	31,318	31,944
FINES	8,926	4,312	2,104	2,700	2,700	2,700	2,754	2,809	2,865
RENTAL & LEASE INCOME	46,348	42,300	40,681	42,000	42,000	42,000	42,490	43,340	44,207
PAY PARKING	194,540	185,378	235,009	212,000	220,000	220,000	220,000	220,000	224,400
INTEREST EARNED	69,877	84,146	204,719	45,900	45,900	45,900	46,818	47,754	48,709
GAIN(LOSS) ON DISPOSAL OF ASSETS	-	(43,408)	18,754	-	-	-	-	-	-
OTHER INVESTMENT INCOME	1,043	1,054	1,065	1,100	1,100	1,100	1,122	1,144	1,167
OTHER REVENUE FROM OWN SOURCES	165,925	216,630	49,635	8,500	43,500	43,500	43,670	43,843	44,720
Total Revenue from Own Sources	676,086	724,215	804,944	572,400	619,400	615,400	617,558	624,809	637,305
GRANTS AND DONATIONS									
UNCONDITIONAL GRANTS	316,487	317,314	323,888	317,500	317,500	317,500	317,500	323,850	330,327
CONDITIONAL GRANTS/DONATIONS	145,774	140,526	249,899	210,645	120,500	118,500	123,530	129,560	132,152
Total Grants and Donations	462,261	457,840	573,787	528,145	438,000	436,000	441,030	453,410	462,479
TRANSFERS FROM RESERVES & SURPLUS									
TRANSFERS FROM RESERVES	-	-	72,765	67,400	157,000	-	-	-	-
TRANSFER FROM SURPLUS	67,000	45,790	29,000	165,397	40,000	-	-	-	-
Total transfers from Reserves & Surplus	67,000	45,790	101,765	232,797	197,000	-	-	-	-
TRANSFER FROM EQUITY IN TCA - GENERAL	613,839	671,740	-	700,000	700,000	700,000	700,000	714,000	728,280
TOTAL REVENUE	3,909,285	4,058,953	3,761,232	4,260,518	4,377,501	4,169,329	4,203,537	4,264,482	4,349,142

HARRISON HOT SPRINGS - DRAFT 2020 - 2024- FIVE YEAR FINANCIAL PLAN DETAILS

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL UNAUDITED	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
EXPENDITURES									
COUNCIL									
MAYOR FACIO	41,317	37,568	38,282	40,040	39,500	39,500	40,290	41,096	41,918
COUNCILLOR REYERSE/HOOPER	17,933	18,753	21,130	20,820	20,850	20,850	20,850	21,254	21,679
COUNCILLOR BUCKLEY/VIDAL	18,690	17,521	20,983	20,820	20,850	20,850	20,850	21,254	21,679
COUNCILLOR HANSEN/PALMER	16,018	15,363	15,604	21,040	20,850	20,850	20,850	21,254	21,679
COUNCILLOR PIPER	16,018	19,435	20,443	21,310	20,850	20,850	20,850	21,254	21,679
OTHER LEGISLATIVE EXPENSES	3,884	4,591	9,143	18,250	8,450	8,450	8,595	8,743	8,918
Total Legislative Services	113,859	113,230	125,585	142,280	131,350	131,350	132,285	134,855	137,552
ADMINISTRATION									
EXPENSES - STAFF	192,426	187,973	199,545	202,086	205,300	209,540	213,691	217,965	222,324
MANAGEMENT EXPENSES	334,497	365,328	363,086	403,580	421,900	428,400	437,368	445,375	454,283
TRANSPORTATION & COMMUNICATION	17,969	18,968	25,979	22,200	16,200	16,200	16,204	16,208	16,532
INFORMATION SERVICES	21,842	20,842	24,518	28,700	67,700	31,200	31,574	32,095	32,737
PROFESSIONAL & SPECIAL SERVICES	34,881	74,734	59,616	69,300	61,500	60,000	77,200	64,404	65,692
LIBRARY BOARD	63,767	65,536	67,707	67,707	69,500	70,551	71,962	73,401	74,869
MISCELLANEOUS SERVICES	12,872	13,362	15,541	18,200	21,200	21,200	21,204	21,208	21,632
GENERAL GOODS & SUPPLIES	35,498	37,964	44,868	44,700	52,600	52,600	54,472	56,453	57,583
BANK CHARGES & INTEREST	3,004	3,450	4,331	3,400	3,800	3,800	3,848	3,897	3,975
MUNICIPAL OFFICE	35,308	29,001	30,449	32,750	35,797	34,349	34,672	35,201	35,905
AMORTIZATION	162,422	211,905		220,000	220,000	220,000	220,000	224,400	228,888
Total Administration	914,487	1,029,063	835,641	1,112,623	1,175,497	1,147,840	1,182,195	1,190,609	1,214,421
PROTECTIVE SERVICES									
BYLAW ENFORCEMENT	39,962	40,649	43,501	52,700	52,700	52,700	53,754	54,829	55,926
ANIMAL WASTE STATIONS	4,354	3,317	2,932	4,260	4,260	4,260	4,320	4,406	4,495
EMERGENCY MEASURES	12,114	12,242	12,961	14,550	15,500	15,500	15,500	15,500	15,810
FIRE DEPARTMENT									
FIRE DEPARTMENT ADMINISTRATION	17,534	9,822	10,580	25,400	25,400	25,400	25,856	26,373	26,901
FIREHALL	30,742	25,347	19,901	30,294	23,250	23,250	23,546	24,017	24,497
FIRE REMUNERATION & BENEFITS	82,146	86,438	102,231	93,661	111,236	111,236	111,277	111,370	112,967
FIRE DEPARTMENT VEHICLES	9,925	12,142	17,147	14,061	13,111	13,111	13,189	13,401	13,669
FIRE DEPARTMENT EQUIPMENT	15,405	14,849	14,962	18,600	18,600	18,600	18,972	19,351	19,738
FIRE DEPARTMENT AMORTIZATION	8,299	4,325		5,000	5,000	5,000	5,000	5,100	5,202
Total Fire Department	164,051	152,922	164,822	187,016	196,597	196,597	197,840	199,612	202,974
Total Protective Services	220,481	209,131	224,215	258,526	269,057	269,057	271,414	274,347	279,204

HARRISON HOT SPRINGS - DRAFT 2020 - 2024- FIVE YEAR FINANCIAL PLAN DETAILS

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL UNAUDITED	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET	
DRAFT										
DEVELOPMENT PLANNING										
DEVELOPMENT PLANNING BUILDING	109,754	167,128	288,723	362,200	272,700	122,700	122,814	125,230	127,735	
Total Development Planning	109,754	167,128	288,723	362,200	272,700	122,700	122,814	125,230	127,735	
TOURISM & COMMUNITY IMPROVEMENT										
TOURIST INFORMATION CENTRE	35,367	33,887	23,284	24,280	24,320	24,365	24,420	24,908	25,407	
COMMUNITY DEVELOPMENT & EVENTS SUSTAINABILITY	150,906	160,099	236,824	260,931	255,877	230,943	233,264	237,929	242,688	
Total Tourism & Community Improvement	186,272	193,985	260,108	285,211	280,197	255,308	257,684	262,838	268,094	
ENGINEERING & TRANSPORTATION SERVICES										
PUBLIC WORKS - COMMON SERVICES	179,345	206,825	161,201	161,005	167,633	164,754	167,962	171,158	174,581	
PUBLIC WORKS OFFICE	12,266	11,598	23,429	19,100	15,600	15,300	15,418	15,662	15,976	
PUBLIC WORKS SHOP	6,534	7,432	7,855	10,620	4,920	4,920	4,968	5,018	5,118	
PUBLIC WORKS YARD	11,357	4,672	1,675	2,000	2,000	2,000	2,040	2,081	2,122	
PUBLIC WORKS EQUIPMENT	6,342	10,419	8,270	9,200	9,200	9,200	9,200	9,384	9,572	
TRAINING	27,695	15,415	5,601	16,370	21,500	27,279	27,825	28,381	28,949	
FLEET	42,968	54,988	47,191	45,291	45,034	44,784	45,211	45,862	46,779	
ROADS & STREETS										
ROAD RESURFACING	5,539	2,964	6,314	5,958	22,639	11,221	11,305	6,432	6,560	
ROAD MARKING/SIGNAGE	24,801	31,120	18,012	44,600	39,870	20,200	20,670	21,083	21,505	
BRIDGES	3,742	4,168	2,807	6,000	5,000	4,000	4,040	4,081	4,162	
DRAINAGE & DITCHING	17,045	24,074	21,189	20,845	21,150	21,460	21,870	22,307	22,754	
STREET LIGHTING	41,872	36,352	32,312	38,250	38,250	38,250	38,895	39,673	40,466	
STREET CLEANING	3,620	4,996	3,767	5,000	5,000	5,000	5,100	5,202	5,306	
SNOW REMOVAL	33,711	10,693	17,517	20,500	19,923	21,281	21,706	22,141	22,584	
VILLAGE ENTRANCE	4,623	4,123	3,505	4,790	4,900	4,954	5,019	5,102	5,204	
SIDEWALKS	21,373	15,871	6,237	19,845	20,150	20,460	20,750	21,165	21,588	
PARKING METERS	30,190	36,556	34,994	37,000	39,000	39,000	39,020	39,040	39,821	
TRANSIT	-	-	11,453	500	500	500	510	520	531	
AMORTIZATION - PUBLIC WORKS	39,090	15,976	-	20,000	20,000	20,000	20,000	20,400	20,808	
AMORTIZATION - TRANSPORTATION	301,448	324,402	-	336,000	336,000	336,000	336,000	342,720	349,574	
Total Engineering & Transportation Services	813,559	822,644	413,329	822,874	818,289	810,563	817,510	827,412	843,960	
FLOOD PROTECTION										
FLOOD PROTECTION	9,436	11,990	17,448	12,900	14,240	14,280	14,325	14,492	14,781	
AMORTIZATION - STORM SEWERS	18,334	20,765	-	22,000	22,000	22,000	22,000	22,440	22,889	
Total Flood Protection	27,770	32,755	17,448	34,900	36,240	36,280	36,325	36,932	37,670	

HARRISON HOT SPRINGS - DRAFT 2020 - 2024- FIVE YEAR FINANCIAL PLAN DETAILS

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL UNAUDITED	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
WASTE MANAGEMENT									
WASTE MANAGEMENT - MUNICIPAL OPERATIONS	43,599	48,120	42,888	48,645	51,446	52,448	53,505	54,575	55,667
LANDFILL	7,159	5,908	6,309	6,500	6,500	14,500	-	-	-
WASTE MANAGEMENT - CONTRACTED SERVICES	160,027	125,901	135,560	144,000	144,000	144,000	144,280	147,166	150,109
Total Waste Management	210,784	179,929	184,757	199,145	201,946	210,948	197,785	201,741	205,775
PARKS, RECREATION & CULTURAL SERVICES									
BEACH	96,978	106,732	101,601	108,300	110,000	111,800	114,070	116,351	118,678
LAGOON BREAKWATER	1,367	1,676	1,878	4,000	4,000	4,000	4,040	4,121	4,203
BEACH WASHROOMS	47,647	49,405	50,512	59,200	60,850	61,600	62,386	63,404	64,672
BOAT LAUNCH & WASHROOMS	7,389	20,236	22,467	13,225	15,512	15,575	15,765	15,960	16,280
HARRISON LAKE PLAZA	29,183	23,031	17,940	28,810	28,700	28,950	29,450	29,972	30,571
FEDERAL WHARF	521	534	1,080	1,035	1,075	1,075	1,085	1,095	1,117
FLOAT PLANE DOCK	348	4,438	2,886	1,360	1,400	1,400	1,420	1,440	1,469
MEMORIAL HALL	37,256	38,884	64,545	61,620	39,440	38,045	38,572	39,142	39,925
MEMORIAL BENCHES					15,200	15,200	15,204	15,208	15,512
ARTS CENTRE	16,753	1,943	7,908	24,400	4,505	4,510	4,515	4,580	4,672
YACHT CLUB	6,045	6,086	5,718	6,550	6,750	6,750	6,875	7,003	7,143
RENDALL PARK	17,255	17,609	12,444	17,225	16,925	17,125	17,368	15,715	16,029
SPRING PARK	29,932	35,112	14,374	18,810	19,100	19,350	19,721	20,105	20,508
BEACH PLAYGROUND	852	2,670	4,048	3,835	3,888	3,923	4,001	4,081	4,163
OTHER GREEN SPACES	66,208	79,532	84,513	75,900	78,500	79,600	81,084	82,606	84,258
QWOLTZ PARK		1,653	158	2,000	2,000	2,000	2,000	2,040	2,081
NON-CAPITAL ITEMS EXPENSED					7,000				
AMORTIZATION - PARKS	8,034	9,101		10,000	10,000	10,000	10,000	10,200	10,404
AMORTIZATION - OTHER INFRASTRUCTURE	76,212	85,266		87,000	87,000	87,000	87,000	88,740	90,515
Total Parks, Recreation, & Cultural Services	441,981	483,909	392,073	523,270	511,845	507,903	514,556	521,764	532,199
TRANSFERS TO RESERVES AND ALLOWANCES									
CONTRIBUTION TO ALLOWANCES	70,787	95,461	199,684	215,584	329,600	416,580	402,292	411,147	419,369
CONTRIBUTIONS TO STATUTORY RESERVES	325,288	403,780	300,226	224,000	212,000	192,000	198,500	206,030	210,151
Total Transfers to Reserves	396,075	499,241	499,910	439,584	541,600	608,580	600,792	617,177	629,520
TRANSFER TO CAPITAL FUND									
Total Transfers	110,437	90,155	79,905	79,905	68,800	68,800	70,176	71,580	73,011
Total Transfers	506,512	589,395	579,815	519,489	610,400	677,380	670,968	688,756	702,531
TOTAL EXPENDITURES	3,545,461	3,821,170	3,321,694	4,260,518	4,327,501	4,169,329	4,203,536	4,264,483	4,349,142
SURPLUS (DEFICIT)	363,824	237,783	439,538	-	-	-	(0)	0	(0)

HARRISON HOT SPRINGS - DRAFT 2020 - 2024- FIVE YEAR FINANCIAL PLAN DETAILS

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL UNAUDITED	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
CAPITAL FUND - REVENUE									
REVENUES									
GRANTS - PROVINCIAL/FEDERAL/OTHER	-	180,356	123,721	250,000	20,000	-	-	-	-
DEBT RESERVE INCOME	123	139	-	-	-	-	-	-	-
GAIN ON DISPOSAL OF ASSETS	3,759	-	36,668	36,668	-	-	-	-	-
TRANSFER FROM RESERVES	28,839	274,006	251,105	394,400	309,000	219,500	709,000	111,180	113,404
TRANSFER FROM SURPLUS	56,664	481,153	7,645	7,645	15,000	-	-	-	-
TRANSFER FROM GENERAL FUND	110,437	90,155	79,905	79,905	68,800	68,800	70,176	71,580	73,011
TRANSFER FROM CAPITAL SURPLUS	-	-	-	-	-	-	-	-	-
DEFERRED REVENUES RECOGNISED	10,000	57,925	22,075	31,529	-	-	110,000	-	-
DEBT	110,000	-	-	-	-	-	-	-	-
OTHER - CAPITAL REVENUE	-	2,215	-	-	-	-	-	-	-
RMI FUNDING	62,778	55,993	376,335	623,600	867,500	-	-	-	-
DCC REVENUE RECOGNISED	-	-	46,980	60,000	105,000	-	-	-	-
CONTRIBUTED ASSETS	411,000	469,300	-	-	-	-	-	-	-
TOTAL REVENUES	793,599	1,611,242	944,433	1,483,746	1,385,300	288,300	889,176	182,760	186,415
DEBT									
DEBT FINANCING	17,061	18,557	12,758	16,450	15,700	15,700	16,014	16,335	16,661
DEBT REPAYMENTS	57,614	73,952	111,470	111,355	63,100	53,100	54,162	55,245	56,350
	74,675	92,509	124,229	127,805	68,800	68,800	70,176	71,580	73,011
CAPITAL EXPENDITURES									
MUNICIPAL BUILDINGS	-	-	-	-	55,000	-	-	-	-
OFFICE EQUIPMENT	5,086	4,302	31,746	16,500	-	24,500	9,000	9,180	9,364
FIRE DEPT VEHICLES	-	82,819	-	-	-	-	550,000	-	-
FIRE DEPT EQUIPMENT	7,879	-	-	-	103,000	50,000	50,000	-	-
PW VEHICLES	99,971	-	-	-	-	45,000	95,000	-	-
PW EQUIPMENT	18,032	92,933	428	-	-	-	15,000	-	-
ESPLANADE	3,178	-	-	-	-	-	-	-	-
BUS SHELTER	-	21,966	-	-	-	-	-	-	-
FLOOD PUMP BUILDING/QWOLTZ PARK	10,702	57,925	73,931	99,173	15,000	-	-	-	-
PARKING LOT	-	-	-	60,000	-	-	-	-	-
STORMWATER UPGRADES	131,000	356,972	178,866	250,000	185,000	100,000	100,000	102,000	104,040
STREET LIGHTING	45,000	-	218,277	250,000	-	-	-	-	-
SIDEWALKS REPLACEMENT	73,176	22,500	-	-	-	-	-	-	-
ROADS REPLACEMENT	185,000	823,323	-	-	-	-	-	-	-
RENDALL PARK TRAIL LIGHTS	-	-	-	-	-	-	-	-	-
RMI PROJECTS	82,778	55,993	411,198	623,600	867,500	-	-	-	-
BEACH WASHROMS UPGRADE	57,121	-	-	-	10,000	-	-	-	-
FLOAT PLANE DOCK REPLACEMENT	-	-	-	-	5,000	-	-	-	-
FEDERAL WHARF REPLACEMENT	-	-	-	20,000	20,000	-	-	-	-
RECREATION/PLAYGROUND EQUIPMENT	-	-	-	-	55,000	-	-	-	-
TOTAL EXPENDITURES	718,924	1,518,733	914,445	1,319,273	1,319,500	219,500	819,000	111,180	113,404
TOTAL REVENUES	793,599	1,611,242	1,038,674	1,447,078	1,385,300	288,300	889,176	182,760	186,415
TFR to RESERVES	-	-	-	36,668	-	-	-	-	-
CAPITAL SURPLUS (DEFICIT) / Carry forward	-	0	(94,241)	-	-	-	-	-	(0)

HARRISON HOT SPRINGS - DRAFT 2020 - 2024- FIVE YEAR FINANCIAL PLAN DETAILS

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL (UNAUDITED)	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
WASTE WATER									
REVENUES									
OPERATING REVENUES	570,839	560,965	626,715	650,360	653,620	653,620	678,352	690,389	704,197
FRONTAGE TAXES	207,863	215,797	221,719	213,000	224,000	224,000	228,480	233,050	237,711
DCC REVENUE									
INTEREST	13,947	22,287							
INFRASTRUCTURE PLANNING GRANT	10,000								
TRANSFER FROM SURPLUS									
TRANSFER FROM EQUITY IN TCA - SEWER	143,371	145,345		150,000	150,000	150,000	150,000	153,000	156,060
TOTAL REVENUES	946,021	944,394	848,434	1,013,360	1,027,620	1,027,620	1,056,832	1,076,439	1,097,967
EXPENDITURES									
SEWER ADMINISTRATION	93,033	99,508	86,874	109,960	106,595	109,795	112,361	114,968	117,267
TRAINING	4,501	300	2,399	6,500	6,500	6,500	6,580	6,712	6,846
WASTEWATER COLLECTION	14,459	17,034	35,579	23,750	25,900	22,040	21,240	21,665	22,099
WASTEWATER TREATMENT PLANT	420,641	334,978	343,320	397,900	401,500	401,285	422,556	430,127	438,729
LIFT STATIONS	78,755	106,574	89,397	112,250	113,125	114,000	115,615	116,917	119,256
SEWER PLANNING									
AMORTIZATION - SEWER	143,371	145,345		150,000	150,000	150,000	150,000	153,000	156,060
Total Operating Costs	754,760	703,739	557,568	800,360	803,620	803,620	828,352	843,389	860,257
TRANSFERS TO RESERVES AND ALLOWANCES	13,947	22,287	-	-	-	-	-	-	-
TRANSFER TO CAPITAL FUND	67,130	213,000	213,000	213,000	224,000	224,000	228,480	233,050	237,711
Total Transfers	81,077	235,287	213,000	213,000	224,000	224,000	228,480	233,050	237,711
TOTAL EXPENDITURES	835,837	939,026	770,568	1,013,360	1,027,620	1,027,620	1,056,832	1,076,439	1,097,967
Sewer Operating Fund SURPLUS (DEFICIT)	110,183	5,368	77,866	-	-	-	-	-	-
CAPITAL FUND									
REVENUES									
DCC REVENUE RECOGNISED	-	86,115	549,060	805,000	140,000	650,000			
PROCEEDS FROM DEBT									
TRANSFER FROM SURPLUS	61,182	-	-	-					
TRANSFER FROM SEWER OPERATIONS	67,130	213,000	213,000	213,000	224,000	224,000	228,480	233,050	237,711
TRANSFER FROM RESERVES			381,217	385,000	245,000		500,000		
CONTRIBUTED ASSETS	55,000	40,500							
INFRASTRUCTURE GRANTS				1,500,000					
TOTAL REVENUES	183,312	339,615	1,143,277	2,903,000	609,000	874,000	728,480	233,050	237,711
DEBT									
DEBT FINANCING									
DEBT REPAYMENTS									
CAPITAL EXPENDITURES	116,182	126,615	939,930	2,690,000	385,000	650,000	500,000		
WASTEWATER RESERVES	67,130	213,000	213,000	213,000	224,000	224,000	228,480	233,050	237,711
TOTAL EXPENDITURES	183,312	339,615	1,152,930	2,903,000	609,000	874,000	728,480	233,050	237,711
Capital Fund SURPLUS (DEFICIT)	-	-	(9,653)	-	-	-	-	-	-

HARRISON HOT SPRINGS - DRAFT 2020 - 2024- FIVE YEAR FINANCIAL PLAN DETAILS

	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL UNAUDITED	2019 BUDGET	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	2024 BUDGET
WATER FUND									
REVENUES									
OPERATING REVENUES	336,426	475,951	349,090	324,000	339,000	363,300	369,920	352,665	384,130
FRONTAGE TAXES	203,088	224,611	243,718	242,800	252,300	252,300	252,300	257,346	262,493
INTEREST	627	1,919							
GAIN (LOSS) ON DISPOSAL OF ASSETS		(440,616)							
TRANSFER FROM SURPLUS									
TRANSFER FROM RESERVES									
TRANSFER FROM EQUITY IN TCA	117,898	148,027	-	160,000	160,000	160,000	160,000	163,200	166,464
TOTAL REVENUES	658,040	409,892	592,807	726,800	751,300	775,600	782,220	773,211	813,087
EXPENSES									
WATER ADMINISTRATION	62,769	94,053	84,423	121,255	122,610	126,400	127,542	129,613	132,654
TRAINING	3,117	300	623	4,500	4,550	4,600	4,670	4,763	4,859
WATER SUPPLY & DISTRIBUTION	70,049	73,705	83,391	71,000	71,960	72,900	74,310	75,796	77,312
WATER RESERVOIR	3,337	3,570	4,566	5,925	10,925	13,925	5,957	6,076	6,198
WATER TREATMENT PLANT	76,864	89,531	89,282	100,367	110,765	113,800	114,904	103,126	119,158
PUMPING STATIONS	-	-	-	-	-	-	-	-	-
HYDRANTS	3,331	3,910	9,877	8,125	18,190	18,250	18,310	8,578	18,744
AMORTIZATION - WATER	117,898	148,027		160,000	160,000	160,000	160,000	163,200	166,464
Total Operating Costs	337,364	413,095	272,162	471,172	499,000	509,875	505,693	491,153	525,388
TRANSFERS TO RESERVES AND ALLOWANCES	627	1,919							
TRANSFER TO CAPITAL FUND	217,357	367,985	239,574	255,628	252,300	265,725	276,527	282,058	287,699
Total Transfers	217,984	369,904	239,574	255,628	252,300	265,725	276,527	282,058	287,699
TOTAL EXPENDITURES	555,348	782,999	511,736	726,800	751,300	775,600	782,220	773,211	813,087
Water Operating fund SURPLUS (DEFICIT)	102,692	(373,107)	81,072	-	-	-	-	-	-
CAPITAL FUND									
REVENUES									
DCC REVENUE RECOGNISED		43,944	-						
INFRASTRUCTURE GRANTS	128,024	1,988,728	-						
CONTRIBUTED ASSETS	67,500				174,000				
TRANSFER FROM WATER OPERATING	217,357	367,985	239,574	255,628	252,300	265,725	276,527	282,058	287,699
TRANSFER FROM SURPLUS	-	231,386	-						
TRANSFER FROM RESERVES									
TOTAL REVENUES	412,881	2,632,043	239,574	255,628	426,300	265,725	276,527	282,058	287,699
EXPENDITURES									
DEBT FINANCING	6,577	6,899	5,081	10,000	5,000	-	-	-	-
DEBT REPAYMENTS	110,000	110,000	110,000	110,000	110,000	-	-	-	-
	116,577	116,899	115,081	120,000	115,000	-	-	-	-
TRANSFERS TO RESERVE AND ALLOWANCES	66,946	119,086	120,628	120,628	137,300	115,725	276,527	282,058	287,699
CAPITAL EXPENDITURES	229,359	2,396,058	6,187	15,000	174,000	150,000	-	-	-
TOTAL EXPENDITURES	412,881	2,632,043	241,896	255,628	426,300	265,725	276,527	282,058	287,699
Water Capital Fund SURPLUS (DEFICIT)	-	-	(2,322)	-	-	-	-	-	-