



AGENDA
Special Council Meeting
To be held at the
Saanich Municipal Hall, 770 Vernon Avenue
MONDAY, APRIL 3, 2017

6:00 P.M., COMMITTEE ROOM NO. 2

MOTION TO CLOSE THE MEETING TO THE PUBLIC

“That the following meeting be closed to the public as the subject matter being considered relates to Section 90(1) (c) of the *Community Charter* as follows:

(c) labour relations or other employee relations”.

* * * Adjournment * * *

AGENDA
Special Committee of the Whole
Financial Plan Meeting
To be held in the Council Chambers
Saanich Municipal Hall, 770 Vernon Avenue
MONDAY, APRIL 3, 2017, 7:00 P.M.

1. **PUBLIC INPUT**
2. **2017 GRANT RECAP AND APPROVALS**
Further to the presentations made at the Special Committee of the Whole – Financial Plan meeting held March 14, 2017:
 - Dry Grad Grants
 - Community Grants
 - Neighbourhood Matched Program Grants
 - Community Sustainability Grants
 - Community Association Operating Grants
3. **SWAN LAKE CHRISTMAS HILL NATURE SANCTUARY CONTRACT**
P. 2 Report of the Director of Finance dated March 20, 2017.
4. **HORTICULTURAL CENTRE OF THE PACIFIC (HCP) SOCIETY – REQUEST FOR INTEREST FREE LOAN EXTENSION**
P. 4 Report of the Director of Finance dated March 23, 2017 recommending that Council approve the requested agreement amendment for the HCP interest free loan to a 25 year repayment schedule at \$8,640 per year subject to notification.
5. **CADBORO BAY VILLAGE BUSINESS IMPROVEMENT AREA FUNDING REQUEST**
P. 15 Report of the Director of Finance dated March 20, 2017.
6. **2017 CREST LEVY**
P. 20 Report of the Director Finance dated March 20, 2017 recommending that Council approve the 2017 CREST Levy of \$673,465.
7. **BUDGET DELIBERATION**

* * * Adjournment * * *

1410-04 Finance
Xref: 5660-25



The Corporation of the District of Saanich

Mayor
Councillors
Administrator
Council
Administration
Media

Report

To: Mayor and Council
From: Valla Tinney, Director of Finance
Date: March 20, 2017
Subject: 2017 Swan Lake Christmas Hill Nature Sanctuary Contract

PURPOSE:

To present the request from the Swan Lake Christmas Hill Nature Sanctuary for an increase to their 2017 management fee for Council consideration.

DISCUSSION

The Swan Lake Christmas Hill Nature Sanctuary presented their 2017 contract request at the Special Committee of the Whole meeting of March 7th. The request is for \$375,000 or 1.42% over the 2016 contract of \$369,750. The increase covers operational costs associated with salaries.

OPTIONS

1. That Council approve the request for an increase to the 2017 Swan Lake Christmas Hill Nature Sanctuary fee to \$375,000.
2. That council not approve the request for an increase to the 2017 Swan Lake Christmas Hill Nature Sanctuary fee and retain it at \$369,750
3. That Council confirm a different amount for the 2017 Swan Lake Christmas Hill Nature Sanctuary contract fee.

FINANCIAL IMPLICATIONS

The current 2017 Saanich budget does not include any increase over the 2016 contract. The additional \$5,250 will result in a .005% increase to property taxes.

Prepared by Paul Arslan
Paul Arslan
Senior Manager of Financial Services

Approved by Valla Tinney
Valla Tinney
Director of Finance



CW
3

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I endorse the recommendation of the Director of Finance.



Paul Thorkelsson, CAO

1410-04 Finance
REF: 5690-30



The Corporation of the District of Saanich

Mayor
Councillors
Administrators

Council
Administrator
Media

Report

To: Mayor and Council

From: Valla Tinney, Director of Finance

Date: March 23, 2017

Subject: Horticultural Centre of the Pacific Society – Request for Interest Free Loan Extension

Recommendation:

That council approve the requested agreement amendment for the HCP Interest free loan to a 25 year repayment schedule at \$8,640 per year subject to public notification.

Background:

At the December 12, 2016 meeting of Council the following motion was passed:

MOVED by Councillor Murdock and Seconded by Councillor Plant: "That Council postpone consideration of the request of the Horticulture Centre of the Pacific for an interest-free loan extension to allow for further discussion during the Financial Planning process; and accept that the Society is unable to make its scheduled 2016 loan payment."

The item is brought back for consideration.

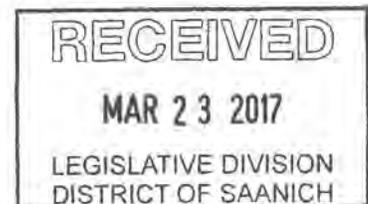
Options:

1. Do not approve the amendment to the agreement
2. Approve the amendment to the agreement

Prepared by

Valla Tinney

 Valla Tinney
 Director of Finance



Attachments:

1. Report to Council - Horticultural Centre of the Pacific Society – Request for Interest Free Loan Extension

**CW
4**

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I endorse the recommendation of the Director of Finance.



Paul Thorkelsson, CAO

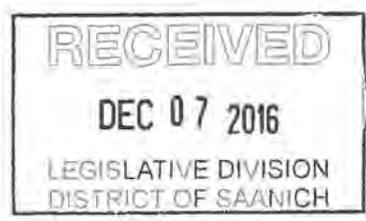
1410-04
yiel: 5690-80



The Corporation of the District of Saanich

Mayor
Councillors
Administrator
Council
Administrator
Media

Report



To: Mayor and Council
From: Valla Tinney, Director of Finance
Date: December 7, 2016
Subject: Horticultural Centre of the Pacific Society – Request for Interest Free Loan Extension

Background:

During the 2011 grant process, the Horticulture Centre of the Pacific (the Society) requested, and Council approved, a \$250,000 five year interest free loan to assist in the replacement of the glasshouse destroyed by fire in February 2011. The land was transferred to Saanich from the Province in 2013 and is currently leased to the Society. The land and buildings receive a permissive tax exemption. The Pavilion was constructed by the Society funded largely through a mortgage with VanCity and the interest free loan from Saanich. Saanich has also provided annual grant funding of \$130,000.

The repayment provisions in the original agreement included increasing annual payments from 2012 to 2016. Payment of \$10,000 was made in 2012. In early 2013, Council approved an amendment to the repayment schedule to \$80,000 in each of 2014, 2015 and 2016.

In December 2014, a request was submitted to further amend the repayment schedule of the outstanding balance of \$240,000 to payments of \$24,000 per year for 10 years commencing 2015. Council also approved this amendment.

Request:

In the summer of 2016 The Society submitted correspondence to the CAO notifying of their inability to make the 2016 payment. Subsequent to the information being considered at the Finance, Audit and Personnel Committee, staff have met with representatives of HCP to obtain additional information on the financial future of the Society. The District is now in receipt of a formal request for another amendment to the repayment agreement. The request is for a 25 year term commencing 2016 with annual payments of \$8,640. The correspondence also refers to an intention to request additional annual grant funding of \$65,000 during the 2017 budget deliberation process.

Discussion:

Should Council wish to consider extending this assistance, public notification of intent in accordance with the Community Charter must be undertaken prior to the final decision.

Advertising will cost approximately \$400 and the value of the additional assistance is estimated at an average of \$1,212 per year or \$30,300 over the term of the loan.

Saanich has a general security agreement with HCP dated June 20th, 2011 which gives Saanich various creditor's remedies in the event HCP defaults on the loan. These include the right to appoint a receiver to run their business and to seize and sell the HCP's collateral.

What remains unclear is if there is any risk of non-payment of HCP's indebtedness to VanCity. If the HCP does fall into default of this mortgage loan, the Credit Union will have the right to take over HCP's interest in the lease. Under the Tripartite Agreement of July 2015 the additional \$70,000 borrowed by HCP was agreed by Saanich to be secured by this mortgage. If HCP does default on its mortgage and the Credit Union does take over the lease, all the original lease provisions will continue to apply. In particular s. 4.01 of the lease provides that the leased land may only be used "for the purpose of a non-profit horticultural and educational facility and public recreational activities and no others". This provision would of course severely limit the Credit Union's ability to re lease the land for commercial purposes. Council would be in a position to consider taking over the mortgage rather than having the lease transferred to VanCity.

It appears that the certainty of the Society's ability to make even the 25 year term payments may rest on Council's ultimate decision about the increased annual grant. Council may also consider forgiving the loan by way of a grant. This would presumably reduce the additional grant request to \$56,360. This decision is more appropriately considered during the 2017 budget deliberation process, where it can be adjudicated with other grant requests.

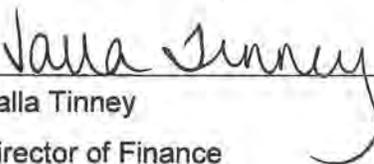
Options:

1. Do not approve the amendment to the agreement
2. Approve the amendment to the agreement

Recommendation:

That council approve the requested agreement amendment for the HCP Interest free loan to a 25 year repayment schedule at \$8,640 per year subject to public notification.

Prepared by


Valla Tinney
Director of Finance

Attachments:

1. Correspondence from HCP dated November 24, 2016

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I endorse the recommendation of the Director of Finance.



A handwritten signature in black ink, appearing to be 'Paul Thorke', written over a horizontal line. The signature is stylized and somewhat scribbled.

Paul Thorke, CAO



November 24, 2016

Valla Tinney
Director of Finance
District of Saanich
770 Vernon Avenue
Victoria, BC V8X 2W7

**Re: Rescheduling of Loan to the Horticulture Centre of the Pacific
and Operational Grant Concerns**

Dear Valla,

Thank you for taking the time to meet with Larry Philips and myself on October 12, 2016.

As per our discussions, the Horticulture Centre of the Pacific is finding itself in financial difficulties due to our significant debt load and cost of operations. We would like to request that the balance of our \$240,000 loan be amortized over a 25-year period beginning January 2016. The present outstanding balance is \$216,000, therefore annual payments would be \$8,640.

Our focus is to gain stability with our operational cash flow and not to be reliant on restricted funds and inconsistent donations. With our forecasted cost of operations we expect to run at a deficit and operate with use of our restricted funds. The HCP will be asking the District of Saanich to take our concerning financial situation into consideration when reviewing our Operating grant for 2017.

The HCP Operating grant has not been increased in 10 years and it comes at time when it is needed to continue as an organization. We will be asking for an increase of \$65,000. Without such an increase we are concerned about the ability to function as a Botanical Garden, Event Space and College, and possibly no longer be in operations in two years time.

Please see the attached business objectives, which outline how we plan to take action.

With the continued hard work and zest of the HCP team we will continue to grow. Your support and understanding is appreciated.

Kind regards,

Anne Kadwell
General Manager

505 Quayle Road, Victoria, BC V9E 2J7 Tel: 250.479.6162
www.hcp.ca



Executive Summary

By: Anne Kadwell, General Manager

The Horticulture Centre of the Pacific (HCP) is a non-profit botanical garden and horticulture college. It was founded in 1979 by a small group of garden enthusiasts and local horticulturists who saw the importance of creating a space of learning and sharing. It continues to be a place of learning, tranquility and social gathering. It is a place of horticulture excellence and education to serve all. Today, we are a well known garden full of learning opportunities nestled within the District of Saanich, BC. This land was once Crown Land but is now owned by the District of Sannich and leased to the HCP.

Like many not-for-profit organizations the HCP has had it's financial highs and lows. The construction of the Couvelier Pavilion in 2013 brought a different element to the gardens. It is a beautiful building and very functional as an event space, which in time will be a revenue asset to the HCP.

The concern today is the sustainability of the HCP as we cannot meet the financial debt load we are carrying while continuing to fully operate as a community education facility, tourist destination, research facility, and horticulture college.

The following is a Business Plan proposed to establish some comfort to move into the future with growth and prosperity while setting achievable realistic goals with limited staffing.

We cannot grow further without enhancing our team and operations, and we can't do this without additional operational funds/cash flow. Therefore, for the next several years HCP has to assess how we can achieve this while maintaining a professional functioning business.

If we were to have our operating grant increased it would allow us to repair and maintain our buildings. We could begin to complete projects in the garden which are long over due, and continue to develop affordable community education programs for youth, families, first nations, and seniors



Our objective is to:

- Strengthen Financial Stability
- Enhance Relevancy to the Community
- Strengthen & Broaden Education Focus
- Increase Delivery Capacity

Historical Overview

Statement of Operations

	2016	2015	2014	2013	2012
Revenue					
	Act 9/30 - Budget				
	Oct-Dec				
Education	\$236,992	\$298,959	\$362,648	\$381,236	\$353,899
Grants	\$236,553	\$176,995	\$195,696	\$173,914	\$146,790
Sales/Events	\$195,343	\$159,572	\$157,401	\$164,468	\$153,816
Donations/Fundraising	\$85,933	\$136,596	\$102,355	\$87,299	\$127,837
Admissions/Memberships	\$78,748	\$73,932	\$72,217	\$68,607	\$62,386
Outerbridge Park	\$10,161	\$15,772	\$35,466	\$11,903	\$29,413
	\$843,730	\$861,826	\$925,783	\$887,427	\$874,141
	-2.10%	-6.90%	4.30%	1.50%	
Expenditures					
Administration	\$173,228	\$181,258	\$210,173	\$119,108	\$96,837
Education	\$32,391	\$39,755	\$58,014	\$57,234	\$51,722
Fundraising/Grants	\$31,567	\$29,138	\$36,718	\$54,835	\$92,510
Garden/Grounds	\$25,065	\$24,501	\$32,403	\$35,752	\$27,450
Interest on Long-term Debt	\$28,860	\$31,778	\$31,154	\$11,258	\$-
Outerbridge Park	\$10,161	\$15,772	\$35,466	\$11,903	\$29,413
Retail/Events	\$38,312	\$38,226	\$45,062	\$82,445	\$78,507
Wages,benefits,subcontracts	\$472,033	\$430,159	\$565,901	\$535,821	\$489,080
	\$811,617	\$790,587	\$1,014,891	\$908,356	\$865,519
	2.70%	-22.10%	11.70%	4.90%	
Net profit(loss) before non-cash items	\$32,113	\$71,239	\$(89,108)	\$(20,929)	\$8,622
Non-cash Items - Amortization, Securities, Def Capital, Int ben	\$(52,876)	\$(4,300)	\$(31,664)	\$(4,210)	\$(6,540)
Net profit(loss)	\$(20,763)	\$66,939	\$(120,772)	\$(25,139)	\$2,082

Statement of Cash Flows

	Projected	(from Audited Financial Statements)			
	2016	2015	2014	2013	2012
NET(Decrease) Increase in Cash	\$ (117,551)	\$54,178	\$ (227,181)	\$74,303	\$ (145,858)
Cash, Beginning of Year	\$155,510	\$101,332	\$328,513	\$254,210	\$400,068
Cash, End of Year (Projected 2016)	\$37,959	\$155,510	\$101,332	\$328,513	\$254,210
Cash consists of:					
Cash	\$ (49,865)	\$52,490	\$2,861	\$54,331	\$71,769
Restricted cash and short term deposits	\$87,824	\$103,020	\$98,471	\$174,182	\$182,441
	\$37,959	\$155,510	\$101,332	\$328,513	\$254,210

Long Term Debt

	Original - \$	2016	2015	2014	2013	2012
District of Saanich	\$240,000	\$185,780	\$185,780	\$240,000	\$240,000	\$90,000
Vancity Mortgage	\$750,000	\$703,599	\$718,182	\$737,051	\$750,000	\$-
Vancity Loan	\$70,000	\$13,232	\$68,112	\$-	\$-	\$-
Total Debt Load		\$902,611	\$972,074	\$977,051	\$990,000	\$90,000

- Debt load has increased by 903% since 2012.

Donations

	Sep-30-16	2015	2014	2013	2012
Donations/Fundraising	\$77,333	\$136,596	\$102,355	\$87,299	\$127,837

- Donations have decreased 39.5% since 2012 and 43.4% since 2015



HCP Focus

Presently we are donation/grant dependent and burdened with a substantial debt load. The goal is to maintain services with the dynamic staffing we presently have while setting realistic growth goals.

HCP has to continue to raise revenue not only to have a functional team, but buildings and current tools to work with. All buildings are in need of repair and the technology within them is out of date.

Revenue projections

**these are very conservative numbers, the goal is to exceed these if possible and if other revenue avenues are found.*

3 Year Projected Statement of Operations

	2017	2018	2019
Revenue (Increase 5% per year)			
Education	\$248,842	\$261,284	\$274,348
Grants(Saanich, Gaming)	\$185,000	\$185,000	\$185,000
Sales/Events	\$205,110	\$215,366	\$226,134
Donations/Fundraising	\$90,230	\$94,741	\$99,478
Admissions/Memberships	\$82,685	\$86,820	\$91,161
	\$811,867	\$843,210	\$876,121
Expenditures (Increase 3% per year)			
Administration	\$178,425	\$183,778	\$189,291
Education	\$33,363	\$34,364	\$35,395
Fundraising/Grants	\$32,514	\$33,489	\$34,494
Garden/Grounds	\$25,817	\$26,591	\$27,389
LTD Repayments (Mtge, loans)	\$79,068	\$79,068	\$79,068
Retail/Events	\$39,461	\$40,645	\$41,865
Wages, benefits, subcontracts	\$486,194	\$500,780	\$515,803
	\$874,842	\$898,715	\$923,305
Net profit(loss)	\$(62,975)	\$(55,505)	\$(47,184)



Strengthen Financial Stability

It is evident that HCP needs to be sustainable and not rely on seeking large donations. Donations are important to us, but we have to have another reliable source of revenue.

- Increase income generation through revision of membership packages.
- Establish new partnerships for annual events.
- Garden Guru speakers during off season.
- Increase Grant proposals writing.
- Increase event package pricing.

Enhance Relevancy to the Community

New relationships have to be built and some existing relationships have to be strengthened. Reaching out to the community through many levels of education, age and cultures is essential.

- Develop new community education niche/trend workshops (food growing)
- Work with First Nations to rekindle the relationship.
- Establish more display gardens of garden trends.
- New relationships with outside resources.
- Offer affordable workshops to families.

Strengthen & Broaden Education Focus

Being a botanical garden it is crucial that we keep up with the latest trends in horticulture. This has to resonate throughout the college and display gardens.

- Partner with more horticulture/agriculture researchers.
- National recognition through the BC Gardens program.
- Develop a plan to utilize all buildings for education.
- Open core College programs to the public.
- Document plant collections.

Increase Delivery Capacity

To be successful, effective and efficient delivery of our services is required.

- Establish a better process in house for website tweaking and Enews.
- Staff growth through professional development.
- Consistent branding through documentation.
- Proper data management systems in place.
- Increase event package pricing.



The Corporation of the District of Saanich

Mayor
Councillors
Administrator

Council
Administrator
Media

Report

To: Mayor and Council

From: Valla Tinney, Director of Finance

Date: March 20, 2017

Subject: Cadboro Bay village Business Improvement Area Funding Request

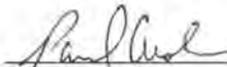
DISCUSSION

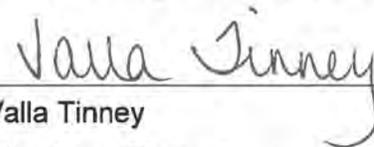
Please find attached a 2017 funding request from the Cadboro Bay Business Improvement Society. In accordance with Bylaw 9264, the Society has requested \$20,000 in funding for 2017 and submitted a pro forma business promotion budget for the year. A Certificate of Insurance for 2017 and the 2016 Financial Statements are attached.

A resolution of Council is required to authorize the 2017 property tax levy on the properties outlined in schedule 'A' of Bylaw 9264.

NEXT STEPS

That Council approve the 2017 Cadboro Bay Business Improvement Society funding request and property taxation levy of \$20,000.

Prepared by 
 Paul Arslan
 Senior Manager of Financial Services

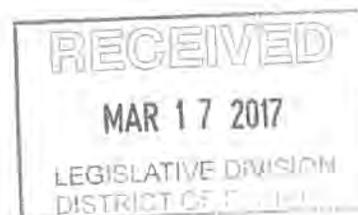
Approved by 
 Valla Tinney
 Director of Finance

Attachments

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I endorse the recommendation of the Director of Finance.


 Paul Thorkelsson, CAO





Cadboro Bay Village Business Improvement Association

Valla Tinney, Director of Finance.
District of Saanich
770 Vernon Avenue
Victoria, BC V8X 2W7

March 7, 2017

Dear Ms. Tinney and members of Saanich Council,

On behalf of the Cadboro Bay Village Business Association, I would like to submit this letter as our formal request for funding for 2017 to the total of \$20,000.

Our many community events have been growing in popularity and we have seen a marked increase in attendance this past year. This coming year we plan on hosting or participating in the following community events:

- Easter Jelly Bean Contest
- Saanich Sun Fest/ Cadboro Bay Day at Gyro Park
- Trick or Treating in the Village
- Sea of Lights
- Caroling in the Village

We will also be doing some upgrades to our website and association's logo in order to better highlight the area. We are also currently researching the cost of some marketing projects, including advertising on local buses, a beautification project for the village that includes some upgrades to local landscaping, cross walks, flower baskets and more.

Attached, please find a copy of our financial breakdown for 2016, our estimated budget for 2017 and a copy of our certificate of insurance. We greatly appreciate the ongoing support from the District of Saanich in helping to fund our Business Association so that we might, in turn, give back to our community.

Should you have any questions or concerns please do not hesitate to contact me.

Sincerely,

Leanne Allen
Community Coordinator
Cadboro Bay Village Business Association
(250) 891-1975

P.O. Box 55020, Victoria, B.C. V8N 6L8

www.cadborobayvillage.com

email: cadborobayvillage@gmail.com



Cadboro Bay Village
Business Improvement Association

2017 Business Association Budget Forecast

Opening Balance January 2017	\$5,751.26
Requested Funding From Saanich	\$20,000.00

Expenses

Landscaping & Beautification	\$1500.00
Website Hosting	\$134.55
Insurance	\$850.00
Administrator Wages	\$6000.00
Printing/Photocopy/Postage	\$100.00
Easter Event	\$200.00
Saanich Sun Fest	\$1600.00
Trick Or Treating In the Village	\$250.00
Sea of Lights Event	\$150.00
Caroling In the Village	\$6000.00
Post Office Box	\$163.80
Banking Fees	\$40.00
Logo Revamp	\$850.00
Marketing	\$5000.00
<u>Total</u>	<u>\$22,838.35</u>
Treasury Balance Remaining	\$2,912.91



Cadboro Bay Village
Business Improvement Association

2016 Business Association Expense Breakdown

Opening Balance January 2016	\$4,932.00
Funding From Saanich (received in July)	\$20,000.00

Expenses

Landscaping	\$136.61
Website Hosting	\$134.55
Insurance	\$850.00
Administrator Wages	\$6000.00
Printing/Photocopy/Postage	\$78.57
East Egg Hunt	\$32.00
Community Festival of Fine Art	\$4889.22
Saanich Sun Fest	\$1018.00
Trick Or Treating In the Village	\$52.36
Caroling In the Village	\$5785.63
Post Office Box	\$163.80
Banking Fees	\$40.00
Total	<u>\$19,180.74</u>
Remaining balance rolled over to 2017	\$5,751.26
Petty cash	\$12.00



Certificate of Insurance

January 12, 2017

We confirm that insurance coverage has been placed as follows:

Insured: Cadboro Bay Village Business Improvement Association
Mailing Address: PO Box 55020, Victoria, BC V8N 6L8
Effective Date: January 15, 2017
Expiry Date: January 15, 2018
Company: Intact Insurance Company
Policy Number: 5V2147263
Coverage: \$2,000,000 Commercial General Liability – per occurrence
\$5,000,000 Commercial General Liability – per aggregate

Additional Insured: **The Corporation of Saanich & its Officers, Employee's, Officials, Agents, Representatives & Volunteers**, but only with respect to liability arising from work performed by, or on behalf of, the named insured.

Subject to the Statutory Conditions of the Province of British Columbia.
Subject to the said Insurer's policy terms, conditions and exclusions.

Sincerely,

Karen Andrews
Coastal Community Insurance Services (2007) Ltd.

This Certificate of Insurance neither affirmatively, nor negatively amends, extends, or alters the coverage afforded by the policies scheduled herein. It is furnished as a matter of information only, confers no rights upon the holder, and is issued with the understanding that the rights and liabilities of the parties will be governed by the original policy or policies as they may be lawfully amended by endorsement. E.& O.E.

Should the above described policy be cancelled before the expiration date thereof, the Insurer will endeavor to mail 15 days written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon either the Insurer or Coastal Community Insurance Services (2007) Ltd.





The Corporation of the District of Saanich

Mayor
Councillors
Administrator
Council
Administration
Media

Report

To: Mayor and Council
From: Valla Tinney, Director of Finance
Date: March 20, 2017
Subject: 2017 CREST Levy

RECOMMENDATION

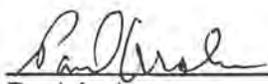
That Council approve the 2017 Crest Levy of \$673,465.

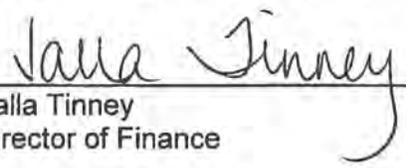
DISCUSSION

Capital Region Emergency Service Telecommunications (CREST) provides radio communications for 40 agencies in British Columbia's Capital Region through a wide-area radio system that provides emergency communications for police, fire, ambulance and other safety service providers. CREST is funded through user fees paid by the agencies using the system. The fees are based on the geographic size of the area served, population, the number of radios required, and radio traffic.

The allocation for Saanich for 2017 is \$508,940 (Fire - \$165,000 and Police - \$343,940) which represents a 0.91% increase over 2016. In addition, an estimated monthly levy of \$13,710 to cover the new radio purchases (Fire and Police). This would bring the total levy for the year to \$673,465. This expenditure is incorporated into the proposed 2017-2021 Financial Plan.

A resolution of Council is required to approve the 2017 CREST levy.

Prepared by 
Paul Arslan
Senior Manager of Financial Services

Approved by 
Valla Tinney
Director of Finance

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I endorse the recommendation of the Director of Finance.


Paul Thorke, CAO



CW
6