

**Funding Codes:**

GR - Grants

R - Transfers In from Reserves

DCC - DCC Revenues

D - Donations/Miscellaneous

A - Amenity

B - Borrowing

G - General taxation and revenue

**The Corporation of the Village of Cumberland**  
**2018 - 2022 Financial Plan**  
**Approved Five Year Operating Projects & Transfers To Reserves**

	<u>Funding Codes</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<b>Environmental Health Services (Solid Waste, Water, Sewer &amp; Storm)</b>						
<b>Solid Waste Services</b>						
Recycling education campaign - annual	G	1,500	1,500	1,500	1,500	1,500
<b>Water Services</b>						
Utility Worker for water supply & treatment operations	G	49,110	97,460	99,410	101,400	103,430
Increase to treatment and distribution operating cost increases	G	13,300	13,566	13,837	14,114	14,396
Reservoir operating cost increases	G	14,250	14,535	14,825	15,120	15,425
Water conservation incentive program	R	10,000	10,000	10,000	-	-
Clearing and grubbing the supply line from Allen Lake	G,R	3,600	-	-	-	-
Allen Lake Spillway Channel	G	1,500	-	-	-	-
Reservoir Road Access Brushing	G,R	1,000	-	-	-	-
Raise crest of both the east and west saddle dams	G,R	13,400	-	-	-	-
Construct/Install a V notch weir at the toe of the downstream slope of main dam for monitoring water seepage rates	R	3,500	-	-	-	-
Land survey costs for Steven's Lake Dam	G	5,000	-	-	-	-
Geotechnical Assessments on dams to determine improvements	G	-	10,200	-	-	-
<b>Sewer &amp; Storm Services</b>						
Utility Worker for sewer treatment	G	56,285	88,050	89,810	91,605	93,435
Other operating costs for sewer treatment	G	-	-	177,175	214,395	218,665
Liquid Waste Management Planning (LWMP) process	G,R,GR	149,190	-	-	-	-
Sewer Lagoon berm maintenance (regrade berms and add gravel to help shed water/improve drainage and provide a more stable driving surface)	G,R	7,000	-	-	-	-
Drainage maintenance (Maple Lake Creek ditching @ Royston Road)	G,R	7,000	-	-	-	-
Storm water management project (repairs to water ponding)	G	2,500	-	-	-	-
Inflow & Infiltration Investigations	DCC,G	11,000	11,000	11,000	11,000	11,000
<b>Transportation Services (Roads)</b>						
Public Works hiring costs (allocated to utilities)	G	9,925	10,900	11,120	11,340	11,565
Additional road patching for 2018	R	20,000	-	-	-	-
Annual Budget for Christmas lights/decorations replacement (every two years)	G	-	4,000	-	4,000	-

	<u>Funding</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
	<u>Codes</u>					
<b>Transportation Services (Roads) continued</b>						
Bevan Road Maintenance (gravel portion only)	R	20,000	-	-	-	-
Landfill corridor garbage pickup program	R	17,000	17,000	17,000	17,000	17,000
Masterkey system for all municipal facilities	R	2,755	-	-	-	-
Hot Asphalt in front of the Fire Hall	G	5,000	-	-	-	-
Accessible Parking improvements	G	5,135	5,135	-	-	-
Seasonal Student & casual labour PW staffing increases	G	-	22,970	23,420	23,870	17,755
Fulltime Public Works seasonal labourer	G	-	-	49,270	50,220	51,165
Fulltime Public Works truck driver/labourer	G	-	-	-	-	73,195
<b>Cemeteries (Public Health Services)</b>						
<b>Civic Cemetery:</b>						
Hemp Lowering Strapping annual operating	G	400	400	400	400	400
Necessary planning & consulting for cemetery projects	R	3,370	-	-	-	-
Re-seed entry way with public works labour for top dress work	G	2,200	-	-	-	-
Hand water pump	G,R	2,000	-	-	-	-
Cemetery communications & brochures	G	2,000	-	-	-	-
Cemetery mapping updates	G	-	500	-	-	-
Cemetery columbaria area improvements with benches	B	-	-	4,000	-	-
Cemetery benches in other areas than columbaria (funded by donations)	D	-	-	6,000	-	-
<b>General Government Services</b>						
<b>Council:</b>						
Council meeting costs	G	700	700	700	700	700
Committees and Commissions costs - meetings/training/conferences/memberships/promotional educational supplies/events/processes	G,R,GR	8,450	9,275	8,275	8,275	8,275
Air Quality education and awareness	G	1,500	-	-	-	-
Branded event materials for Booths (tents/tablecloth/display/draw box etc.)	G	500	-	-	-	-
<b>Corporate Services:</b>						
Operation budget increases for increased brochures and mailouts (photocopies/postage/paper etc.)	G	5,000	5,000	5,000	5,000	5,000
Increase to annual training budget for management team building every second year	G	-	1,500	-	1,500	-
Increase to 2018 travel & training budget for Financial Officer	G	1,000	-	-	-	-
Annual subscription to Municipal Info website (national Canadian municipality information website)	G	500	500	500	500	500
Benefits payable in retirement year	G,R	2,750	-	-	-	-
Office and information technology operating costs for organization hiring	G	2,420	950	950	950	950
Local Government Election (Oct 2018 & then 2022)	R	19,680	-	-	-	21,255

	<u>Funding</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
	<u>Codes</u>					
<b>Corporate Services continued</b>						
Economic Development Strategy and implementation	GR,R,G	108,900	68,100	69,400	70,730	72,085
Economic Development Service withdrawal payment to Comox Valley Regional District	R	40,000	40,000	-	-	-
Purchasing card import to financial system setup	G	2,000	-	-	-	-
Carbon Offsets	G	7,500	2,500	2,500	2,500	2,500
LGMA manuals	G	500	-	-	-	-
Office Ipad (+ \$200 annual fees)	G	1,200	200	200	200	200
Convert Deputy Corporate Officer position to Corporate Officer position	G	-	8,075	8,235	8,395	8,550
Conference Calling Station-Council Chambers	G	-	1,300	-	-	-
Full time Accounting Clerk	G	-	-	-	26,555	56,075
Additional financial system licenses (+ \$600/year annual fees)	G	-	-	-	-	4,425
<b>Municipal Office Maintenance Projects:</b>						
Shelving front office photo copier area	R	1,000	-	-	-	-
Planning office updates to accommodate new staff requests	G	5,000	-	-	-	-
Paint exterior of municipal hall with repairs	R	-	-	15,000	-	-
<b>Planning &amp; Development</b>						
Manager of Planning/Development Services with related annual cost increases	G	83,045	154,490	157,520	160,545	163,575
Casual labour for building inspection administration	G	13,500	13,770	14,045	14,325	14,610
Building inspection increase for service delivery	G	30,390	31,000	31,620	32,250	32,895
Alley Enhancement and Maintenance Strategy	R	2,470	-	-	-	-
DCC bylaw update	DCC	40,000	-	-	-	-
Ortho Photo imagery for GIS	G	-	1,100	-	1,200	-
Urban Tree Management Plan	G	-	20,000	-	-	-
Cumberland Enhancement Study Update	G	-	-	15,000	-	-
<b>Protective Services</b>						
<b>Bylaw Enforcement:</b>						
Increase to operating supply budget for dog supplies	G	300	300	300	300	300
Increase to legal expenses	G	7,000	-	-	-	-
Wildlife Coordinator	G	8,000	8,000	8,000	8,000	8,000
Additional Training over annual training allowance for Animal Control Basic certificate program	G	2,025	-	-	-	-
Bylaw Office furniture replacement	G	3,115	-	-	-	-
Additional Training over annual training allowance for "Use of Force training course"	G	-	610	-	610	-

	<u>Funding</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
	<u>Codes</u>					
<b>Fire Services:</b>						
Rescue Vehicle 4 improvements/repairs	R	11,135	-	-	-	-
Breathing apparatus maintenance budget increase until replacement in 2020	G	5,000	5,000	-	-	-
Annual equipment replacement for Wildfire protection unit (funded by Wildfire suppression reimbursements)	D	4,000	2,500	2,500	2,500	2,500
Two Fire Services IPADs (+ \$200 each annual fees)	R,G	2,400	400	400	400	400
Annual fire hose replacement (hard suction, attack line & fittings)	G	100	5,000	5,000	5,000	5,000
Summer Forest Fire Prevention Patrols	R	2,500	2,500	2,500	2,500	2,500
Community Emergency Preparedness minor equipment (Emergency Social Services Grant)	GR,G	29,900	-	-	-	-
Replace LED Lights on engines	G,R	5,190	-	-	-	-
Tanker modification rear	R	5,025	-	-	-	-
Modify Rescue 4 compartments and rear duty truck	R,D	3,140	-	-	-	-
Fire boat - insulate roof and install wipers and heater	R	1,000	-	-	-	-
Auxiliary motor for rescue boat	G	3,000	-	-	-	-
Trailer Purchase for emergency spill kit (at Lake Park)	G	3,200	-	-	-	-
Increase Deputy Fire Chief from part time hours to full time hours for new fire hall	G	-	-	-	20,830	21,250
Estimated operating costs for new fire hall (23% funding from Royston FPD)	G	-	-	-	-	57,375
<b>Fire Hall Facility Projects:</b>						
Secure East Wall Stucco	G	500	-	-	-	-
Stabilization beam above fire hall door	G	50,000	-	-	-	-
Modifications to Fire Hall door	G	3,000	-	-	-	-
<b>Recreation, Community &amp; Events &amp; Parks</b>						
<b>Recreation Services:</b>						
Annual increase to janitorial operations	G	2,665	2,720	2,775	2,830	2,885
WIFI over at the CRI for public use	G	1,940	1,940	1,940	1,940	1,940
Annual advertising increase for recreation programs on facebook	G	500	500	500	500	500
Adobe software purchase	G	400	400	400	400	400
REC & Read program in partnership with SD71	G,GR	3,000	3,000	3,000	3,000	3,000
Parent and Tot facilitator funded by a grant	GR	400	-	-	-	-
After School recreation program funded by a grant	GR	1,200	-	-	-	-
BCPRA BC Family Day Event Grant - family day rock climbing & gym time	GR	925	-	-	-	-
Parent and Tot equipment purchases (with parent & tot donations received)	D	2,000	2,500	2,500	2,500	2,500
Recreation Minor Equipment Upgrades for all programs (at Cultural Centre & CRI)	R,G	3,500	4,800	5,000	5,000	5,000
Sound System in CRI	R,G	-	1,000	700	-	-
Full time Recreation seasonal students (summer camp leaders funded by program revenues & employment grant)	G,GR	-	19,130	19,500	19,880	20,255

	<u>Funding</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
	<u>Codes</u>					
<b>Recreation Services Continued</b>						
Increase Part time Recreation office worker and janitor hours to keep CRI open year-round, then increase janitor to full time in 2021 (new fire hall)	G	-	-	12,235	43,530	44,350
Recreation office worker (part time 2020/full time starting 2021)	G	-	-	42,450	43,265	70,595
Part time fitness studio attendant (for newly renovated CRI)	G	-	-	-	-	29,875
<b>CRI Maintenance Projects:</b>						
VIHA required Recreation food handling area updates	R	2,710	-	-	-	-
Accessibility Upgrades to CRI Washrooms (with \$20k Rick Hanson Foundation grant)	GR,R	27,000	-	-	-	-
Men's washroom fixture replacement	R	5,700	-	-	-	-
<b>Cultural Centre Maintenance Projects:</b>						
Dishwasher replacement in Cultural Centre kitchen	G,R	2,750	-	-	-	-
Re-side & paint the exterior of the Cultural Centre (cfwd from 2017)	R	20,000	-	-	-	-
Re-side & paint the exterior of the Cultural Centre (extra work in 2018)	R	-	25,000	-	-	-
<b>Community Events &amp; Cultural Services</b>						
Village staff involvement with Community events (\$3,900 increase from 2017)	G	11,435	11,665	11,900	12,140	12,385
<b>Grant-in-aid contributions:</b>						
Council's community grant program (including in-kind Public Works labour & equipment and facility rentals & carry forward from 2017)	R,G	81,905	75,000	75,000	75,000	75,000
Comox Valley Regional District Recreation Grant-in-aid to BMX	GR	1,500	1,500	1,500	1,500	1,500
Museum: In-kind facility operational maintenance costs	G	5,560	5,670	5,780	5,900	6,020
<b>Parks Services:</b>						
Lake Park Campground - annual increase operating budget	G	7,500	7,500	7,500	7,500	7,500
Increase annual operating budget to Host Trails Academy in partnership with UROC	G	1,500	1,500	1,500	1,500	1,500
Increase Village Park annual operating budget for skate park and jump park maintenance	G	3,500	3,500	3,500	-	-
Coal Creek Historic Park Disc Golf Course upgrades	R,G	3,740	2,000	2,000	2,000	2,000
Two and Juice and Bugged Pig Repairs and ReRoute	R	4,800	-	-	-	-
Road to Recreation-planning & design	R	3,315	-	-	-	-
Contribution to Comox Valley Regional District for engineering design for bridge over Highway 19A	G	25,000	-	-	-	-
Marie Lowe Memorial Bench in Coal Creek Park	G	3,500	-	-	-	-
Stormwater management in trails surrounding Orchard Park	R	5,000	-	-	-	-
Cumberland Community Forest Management Plan	G	500	-	-	-	-
Village owned forest land management strategy	G	1,000	-	-	-	-
Cumberland Trails improvements and maintenance	G	5,000	5,000	10,000	10,000	10,000
Peace Park grounds improvements (drainage/ground leveling/top dressing/re-seeding)	G,R	5,000	-	-	-	-
Village Park Family area improvements (furniture/landscaping, fencing, pathways)	G	5,000	-	-	-	-
Village Park tennis net replacement	G	700	-	-	-	-
Village Park ball field dugouts removal	R	2,500	-	-	-	-

	<u>Funding</u>					
	<u>Codes</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<b>Parks Services Continued</b>						
Village Park playing fields maintenance (aerate, top dressing, over seeding, and fertilization)	G	-	18,000	-	-	18,000
Village Park playground apparatus surfacing maintenance	G	-	-	-	3,000	-
Addition of a Seasonal Parks/Trails employee	G	-	-	-	47,710	48,610
Egremont Park Plan (Define pathways and corridors, planting plan, etc.) & implementation	GR	-	-	-	4,000	10,000
No. 6 Mine Park Masterplan (2019-develop park landscape & tree management plan/2020-implementation) - will only go forward with grant funds	GR	-	-	10,000	5,000	5,000
<b>Village Park Master plan Projects</b>						
Minor renovations to ball diamond washrooms	R,G	3,000	-	-	-	-
<b>Lake Park Master plan Projects</b>						
Lake Park Campsite annual improvements	R,G	10,450	10,000	8,000	8,000	8,000
Kiosks/signage throughout Lake Park	R	7,120	-	-	-	-
Family picnic area of the campground - landscaping	R,G	2,000	-	-	-	-
Wildlife proof garbage receptacles at Lake Park (50% funding from CVRD)	R,GR	9,030	-	-	-	-
Campground log boom repairs	G	2,000	-	-	-	-
General Signage Improvements	G	-	4,000	-	-	-
		<u>\$ 1,249,200</u>	<u>\$ 890,811</u>	<u>\$ 1,102,592</u>	<u>\$ 1,234,326</u>	<u>\$ 1,503,166</u>

	<u>Funding</u>					
	<u>Codes</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<b>Transfers To Reserve</b>						
Establish a statutory infrastructure asset renewal reserve with annual contribution	G,A	\$ 797,000	\$ 776,510	\$ 821,550	\$ 816,755	\$ 921,495
<b>Environmental Health Services (Water, Sewer &amp; Storm)</b>						
Water rate stabilization reserve transfer to/(transfer from)	G	(66,315)	(28,970)	24,500	17,720	(140)
Solid waste rate stabilization reserve transfer to/(transfer from)	G	(5,160)	(6,470)	(12,960)	(14,550)	(16,240)
Water capital works reserve contribution for meter replacement	G	93,000	93,000	93,000	93,000	93,000
Water Royston Bulk Water reserve contribution (can be used for one off extra projects such as water supply, sewage treatment etc.)	G	43,400	54,250	72,335	144,670	217,000
Sewer capital works reserve contribution for sewage treatment solution	R,G	75,000	100,000	-	-	-
Sewer rate stabilization reserve transfer to/(transfer from)	G	18,630	69,210	(69,450)	(15,635)	23,135
<b>General Government Services</b>						
Transfer in from previous year's annual surplus	G	(100,000)	(100,000)	(50,000)	(50,000)	(50,000)
Transfer growth taxes to general surplus to be set aside for 2018 projects	G	50,000	-	-	-	-
Reserve contribution for landfill host community amenity fees annually received by CVRD & earned interest	G	305,160	305,160	305,160	305,160	305,160
Reserve contribution for Community Works Funds received annually + interest	G	206,435	206,435	206,435	206,435	206,435
Reserve contribution for Emergency & Public Safety Reserve	G	98,900	139,395	180,670	222,750	265,650
<b>Cemeteries (Public Health Services)</b>						
Annual transfer to Cemetery Perpetual Care Fund + interest	G	1,225	1,225	1,225	1,225	1,225
<b>Protective Services</b>						
Reserve contribution for fire capital purchases (vehicles & breathing apparatus replacement)	G	80,000	80,000	80,000	50,000	50,000
Bylaw dangerous dog reserve	G	600	600	600	600	600
		<u>\$ 1,597,875</u>	<u>\$ 1,690,345</u>	<u>\$ 1,653,065</u>	<u>\$ 1,778,130</u>	<u>\$ 2,017,320</u>