



**ARROWSMITH WATER SERVICE JOINT VENTURE
MANAGEMENT BOARD REGULAR MEETING
AGENDA**

Wednesday, February 6, 2019

9:00 A.M.

City of Parkville Forum

100 Jensen Avenue

Pages

1. CALL TO ORDER

The Chief Administrative Officer will call the meeting to order.

Under Section 4.2 of the AWS Joint Venture Agreement, The Management Board must elect a Chair from among its members on the basis of one vote for each member.

2. ELECTION OF THE CHAIR

The elected Chair will assume the Chair.

3. APPROVAL OF THE AGENDA

That the agenda be approved as presented.

4. ADOPTION OF MINUTES

4.1 Arrowsmith Water Service Management Board Meeting - May 25, 2018

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That the minutes of the Arrowsmith Water Service Management Board meeting held May 25, 2018 be adopted.

5. INVITED PRESENTATIONS

6. DELEGATIONS

7. CORRESPONDENCE

8. UNFINISHED BUSINESS

9. REPORTS

9.1 Operations Update Report

9.2 Arrowsmith Water Service 2019-2023 Financial Plan Report

5

That the report from the Arrowsmith Water Service Management Committee dated January 24, 2019 entitled AWS 2019 - 2023 Financial Plan be received;

And that the Arrowsmith Water Service Management Board approve the 2019 – 2023 Financial Plan as outlined in Table 1 attached to the January 24, 2019 report,

And that the Arrowsmith Water Service Management Board recommend the Joint Ventures approve their portion of the 2019 – 2023 Financial Plan as outlined in Table 2 attached to the January 24, 2019 report.

10. BUSINESS ARISING FROM DELEGATIONS

11. NEW BUSINESS

12. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ARROWSMITH WATER SERVICE JOINT VENTURE MANAGEMENT BOARD MEETING

Friday, May 25, 2018

9:00 A.M.

RDN Benson Room

In Attendance:	M. Lefebvre, Chair B. Rogers B. Luchtmeijer	Mayor, City of Parksville (by phone) Director, Regional District of Nanaimo Councillor, Town of Qualicum Beach(by phone)
Regrets:	S. Powell	Councillor, City of Parksville
Also in Attendance:	J. Stanhope D. Comis L. Butterworth V. Figeria D. Sailland R. Alexander S. De Pol T. Moore R. Graves	Director, Regional District of Nanaimo(by phone) City of Parksville(by phone) City of Parksville(by phone) City of Parksville(by phone) Town of Qualicum Beach(by phone) Regional District of Nanaimo Regional District of Nanaimo Regional District of Nanaimo Recording Secretary

CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 9:02 AM.

ELECTION OF THE CHAIRPERSON

The Chief Administrative Officer called for nominations for the position of Chairperson for the year 2018.

Director Rogers nominated Director Lefebvre, and Councillor Luchtmeijer seconded the nomination.

Director Lefebvre accepted the nomination.

There being no further nominations, the Chief Administrative Officer declared Director Lefebvre as Chairperson of the Board for the following year.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Arrowsmith Water Service Management Board Meeting - November 2, 2017

It was moved and seconded that the minutes of the Arrowsmith Water Service Management Board meeting held November 2, 2017, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

Arrowsmith Water Service Joint Venture Draft Audited Financial Statements Year Ended December 31, 2017

It was moved and seconded that the AWS Draft Audited Financial Statements be received and approved.

CARRIED UNANIMOUSLY

REPORTS

Operations Update Report

V. Figeria gave a verbal presentation.

NEW BUSINESS

The Chair commented that there will be a tour of the ERWS water treatment plant and AWS Management Board will be invited.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 9:17 AM

CHAIR



DATE: January 24, 2019

REPORT TO: ARROWSMITH WATER SERVICE MANAGEMENT BOARD

FROM: ARROWSMITH WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: Arrowsmith Water Service (AWS) 2019 – 2023 FINANCIAL PLAN

PURPOSE: ADOPTION OF THE AWS 2019 – 2023 FINANCIAL PLAN

EXECUTIVE SUMMARY:

A Five Year 2019 – 2023 Financial Plan is required in an effort to identify future operations, maintenance and capital expenditures. Under Section 8.2 of the AWS Joint Venture Agreement, a proposed budget is required on or before December 15th of the year proceeding each fiscal year. The Community Charter requirements are that current year budgets be passed by May 15.

RECOMMENDATION(S):

1. THAT the report from the Arrowsmith Water Service Management Committee dated January 24, 2019 entitled AWS 2019 - 2023 Financial Plan be received;
2. AND THAT the Arrowsmith Water Service Management Board approve the 2019 – 2023 Financial Plan as outlined in Table 1 attached to the January 24, 2019 report,
3. AND THAT the Arrowsmith Water Service Management Board recommend the Joint Ventures approve their portion of the 2019 – 2023 Financial Plan as outlined in Table 2 attached to the January 24, 2019 report.

BACKGROUND:

A 2019 – 2023 Financial Plan was developed in an effort to outline funding requirements for operations, maintenance and capital expenditures for the next five years. A 2019 – 2023 Financial Plan has been prepared for consideration by the AWS Management Board. The proposed budget is shown on Table 1, attached.

OPTIONS:

1. Approve the recommended budget

The AWS Management Board could approve the proposed 2019 – 2023 Financial Plan reflected on Table 1.

2. Reject the recommended budget

The AWS Management Board could reject the proposed 2019 – 2023 Financial Plan reflected on Table 1.

ANALYSIS:

1. The AWS Management Board could approve the 2019 – 2023 Financial Plan reflected on Table 1. This would allow completion of necessary operations and maintenance projects ensuring that the water supply to the AWS Joint Venture partners is not interrupted.
2. The AWS Management Board could reject the 2019 – 2023 Financial Plan reflected on Table 1. This would not allow completion of necessary operations and maintenance projects to maintain the supply of drinking water to the AWS Joint Venture partners.

FINANCIAL:

The 2019 - 2023 Financial Plan sets out the financial requirements needed for the AWS staff to carry out necessary operations and projects for the 2019 fiscal year. Without this plan the administration, operations and other major maintenance would be delayed or halted due to insufficient funds.

REFERENCES:

- AWS 2018 Budget,
- Arrowsmith Water Service Joint Venture Agreement – July 1, 2011,
- Table 1, dated January 24, 2019 showing the recommended AWS - 2019 – 2023 Financial Plan and Table 2 showing each Joint Venture's requisition share.

Respectfully submitted,

VAUGHN FIGUEIRA, P.ENG.
ERWS Program Manager

VF:fm
Attachments

TABLE 1 ARROWSMITH WATER SERVICE 2018 - 2022 FINANCIAL PLAN (\$)											
GL Account	2015	2016	2017	2018	2018	2019	2020	2021	2022	2023	
Act	Actual	Actual	Actual	YTD	Budget	Budget	Budget	Budget	Budget	Budget	
REVENUE											
Parkville Requisition (63.9% for Admin and Maintenance, Ops based on RDN Requisition (22.4% for Admin and Maintenance, Ops based on flow) Qualicum Requisition (13.7% - for Admin and Maintenance Only)	41,241	96,983	87,511	69,390	99,318	115,575	103,528	105,602	106,644	106,717	
	13,034	33,102	29,995	24,445	32,172	40,525	36,302	37,029	37,395	37,420	
	7,182	19,748	17,261	13,535	18,207	21,938	19,321	19,732	19,938	19,951	
Joint Venture Requisitions	61,457	149,834	134,767	107,370	149,697	178,039	159,151	162,363	163,976	164,089	
Other Revenue											
Logging Revenue											
Grants											
Transfer From Reserves											
Reserve for Future Expenditures											
Carry-Forward Reserve											
Total Other Revenue											
TOTAL REVENUE	61,457	149,834	134,767	107,370	149,697	178,039	159,151	162,363	163,976	164,089	
EXPENDITURES											
Operating											
Administration											
4-2-25-7010											
Salaries and Wages	4,356	50	14,498	6,003	22,000	22,000	22,000	23,000	23,000	23,000	
Pager Pay						2,730	2,730	2,730	2,730	2,730	
Conferences/Conventions			395								
Memeberships Sub.	201	0	0	0	200	200	200	200	200	200	
Contracts	0	0	0	0	1,000	1,000	1,100	1,100	1,100	1,100	
Consulting	0	0	0	0	0	2,600	2,700	2,700	2,700	2,700	
Legal Fees	0	0	0	0	2,600	0	0	0	0	0	
Audit fees	4,100	0	3,900	3,900	4,600	4,700	4,800	4,900	4,900	4,900	
Licenses and Insurance	3,489	34,654	35,534	32,418	30,000	31,000	32,000	33,000	34,000	34,000	
Advertising	0	0	0	0	0	0	0	0	0	0	
Photocopy Supplies	0	0	0	0	0	0	0	0	0	0	
Office Supplies	0	0	0	0	0	0	0	0	0	0	
Tel / Cable	0	0	0	0	0	0	0	0	0	0	
Meetings	7	43	0	0	300	300	300	300	300	300	
Parts, Materials & Supplies	0	0	0	0	500	500	500	500	600	600	
Courier / Delivery	0	0	0	0	0	0	0	0	0	0	
Equip. Res. Charge Out	0	0	0	47	0	0	0	0	0	0	
Total Administration	12,154	34,747	54,327	42,368	61,200	65,030	66,330	68,430	69,530	69,530	
Operations											
4-2-25-7011											
Salaries & Wages	5,215	395	1,520	481	7,100	7,300	7,400	7,600	7,600	7,600	
Contracts	1,135	0	282	1,589	3,100	3,100	3,200	3,200	3,300	3,300	
Consulting	0	0	0	585	597	609	621	633	646	659	
Equipment Rental/Lease	1,498	1,926	3,852	3,852	1,500	1,600	1,600	1,600	1,600	1,600	
Licenses and Insurance	0	0	0	0	0	0	0	0	0	0	
Meetings	0	0	0	0	500	500	500	500	500	500	
Computer Software	0	0	415	0	0	0	0	0	0	0	
Parts, Materials and Supplies	0	433	0	1,327	1,800	1,900	1,900	1,900	1,900	1,900	
Oil and Gas	0	1,787	0	0	0	0	0	0	0	0	
Natural Gas	1,188	1,127	2,704	718	2,000	2,700	2,700	2,700	2,700	2,700	
Equip Res. Charge Out	0	17	0	23	200	200	200	200	200	200	
Total Operations	9,036	5,685	8,773	8,575	16,797	17,909	18,121	18,333	18,446	18,459	

GL Account		2015	2016	2017	2018	2018	2019	2020	2021	2022	2023
Act		Actual	Actual	Actual	YTD	Budget	Budget	Budget	Budget	Budget	Budget
Maintenance	4-2-25-7012										
Salaries & Wages	4-2-25-7012-300	5,792	37,773	13,726	14,217	20,700	21,100	21,500	22,000	22,100	22,200
Conferences / Seminars / Travel	4-2-25-7012-307	0	0	0	0	0	0	0	0	0	0
Contract	4-2-25-7012-330	1,922	7,085	5,898	5,364	4,600	6,000	6,000	6,000	6,000	6,000
Consulting	4-2-25-7012-331	0	0	0	0	500	500	500	500	500	500
Equipment Lease and Rental	4-2-25-7012-340	0	0	3,938	2,625	8,200	8,300	8,500	8,700	8,700	8,700
Materials and Supplies	4-2-25-7012-450	762	27,342	13,438	848	1,000	3,500	1,100	1,100	1,100	1,100
Small Tools, Equipment & Furniture	4-2-25-7012-451	0	2,824	0	195	0	0	0	0	0	0
Courier and Delivery	4-2-25-7012-452	67	32	79	109	100	100	100	100	100	100
Gas & Oil	4-2-25-7012-460	0	821	670	353	100	100	100	100	100	100
Equip Res. Charge Out	4-2-25-7012-800	554	3,381	1,153	959	1,500	1,600	1,600	1,600	1,700	1,700
Total Maintenance		9,097	79,258	38,902	24,670	36,700	41,200	39,400	40,100	40,300	40,400
Road Maintenance	4-2-25-7013										
Salaries & Wages	4-2-25-7013-300	330	144	1,792	766	2,000	2,100	2,100	2,200	2,300	2,300
Contracts	4-2-25-7013-330	812	0	243	0	1,200	20,000	1,300	1,300	1,300	1,300
Insurance and Licences	4-2-25-7013-400	0	0	0	750	800	800	800	900	900	900
Equip Res. Charge Out	4-2-25-7013-800	28	0	730	241	1,000	1,000	1,100	1,100	1,200	1,200
Total Road Maintenance		1,170	144	2,765	1,757	5,000	23,900	5,300	5,500	5,700	5,700
Total Administration, Operations and Maintenance		31,457	119,834	104,767	77,370	119,697	148,039	129,151	132,363	133,976	134,089
Transfer to Reserves	4-2-25-7014-821	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Total		61,457	149,834	134,767	107,370	149,697	178,039	159,151	162,363	163,976	164,089
Capital											
Capital Planning											
Equipment											
Engineering, Consulting, Legal Fees	4-6-25-9701-331										
AWS Road											
Radio Connection											
River Intake / Treatment Prop. Acquisition	4-6-25-9704-450										
Administration											
Total Capital		0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)		61,457	149,834	134,767	107,370	149,697	178,039	159,151	162,363	163,976	164,089
Capital Planning Grant											
Transfer from Reserves											
TOTAL EXPENDITURES (with Grant) ¹		61,457	149,834	134,767	107,370	149,697	178,039	159,151	162,363	163,976	164,089

TABLE 2
City of Parkville Requisition - AWS
2019 - 2023 FINANCIAL PLAN (\$)

GL Account	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
REVENUE													
Parkville Requisition	123,168	77,472	106,168	41,241	96,983	87,511	69,390	99,318	115,575	103,528	105,602	106,644	106,717
Other Revenue													
Logging Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves													
Reserve for Future Expenditu	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	123,168	77,472	106,168	41,241	96,983	87,511	69,390	99,318	115,575	103,528	105,602	106,644	106,717
EXPENDITURES													
Operating													
Administration 4-2-25-7010													
Salaries and Wages 4-2-25-7010-300	5,010	4,049	3,800	2,784	32	9,264	3,836	14,058	14,058	14,058	14,697	14,697	14,697
Pager Pay								1,744	1,744	1,744	1,744	1,744	1,744
Conferences/Conventions 4-2-25-7010-307						252	0						
Memeberships Sub. 4-2-25-7010-311	58	228	38	128	0	0	0	128	128	128	128	128	128
Contracts 4-2-25-7010-330	466	0	1,813	0	0	0	0	639	639	703	703	703	703
Consulting 4-2-25-7010-331	3,431	0	19,216	0	0	0	0	0	1,661	1,725	1,725	1,725	1,725
Legal Fees 4-2-25-7010-332	0	0	0	0	0	0	0	1,661	0	0	0	0	0
Audit fees 4-2-25-7010-333	2,666	2,620	2,620	2,620	0	2,492	2,492	2,939	3,003	3,067	3,131	3,131	3,131
Licenses and Insurance 4-2-25-7010-400	22,909	22,709	30,795	2,230	22,144	22,706	20,715	19,170	19,809	20,448	21,087	21,726	21,726
Advertising 4-2-25-7010-410	115	0	0	0	0	0	0	0	0	0	0	0	0
Photocopy Supplies 4-2-25-7010-411	47	0	0	0	0	0	0	0	0	0	0	0	0
Office Supplies 4-2-25-7010-414	10	0	0	0	0	0	0	0	0	0	0	0	0
Tel / Cable 4-2-25-7010-422	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings 4-2-25-7010-423	243	21	13	4	27	0	0	192	192	192	192	192	192
Parts, Materials & Supplies 4-2-25-7010-450	638	47	0	0	0	0	0	320	320	320	320	383	383
Courier / Delivery 4-2-25-7010-452	12	0	0	0	0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out 4-2-25-7010-800	10	0	0	0	0	0	30	0	0	0	0	0	0
Total Administration	35,615	29,673	58,295	7,766	22,203	34,715	27,073	39,107	41,554	42,385	43,727	44,430	44,430
Operations (based on water used - 5 year avg.) 4-2-25-7011	87.3%	87.3%	87.3%	85.7%	85.7%	79.8%	73.0%	85.7%	74.0%	74.0%	74.0%	74.0%	74.0%
Salaries & Wages 4-2-25-7011-300	6,983	5,754	5,192	4,470	339	1,213	351	6,085	5,402	5,476	5,624	5,624	5,624
Contracts 4-2-25-7011-330	7,109	3,106	2,242	973	0	225	1,160	2,657	2,294	2,368	2,368	2,442	2,442
Consulting 4-2-25-7011-331	0	0	0	0	0	0	427	511	450	459	469	478	488
Equipment Rental/Lease 4-2-25-7011-345		467	0	1,284	1,651	3,074	2,812	1,286	1,184	1,184	1,184	1,184	1,184
Licenses and Insurance 4-2-25-7011-400	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings 4-2-25-7011-423	0	0	0	0	0	0	0	429	370	370	370	370	370
Computer Software 4-2-25-7011-431						331	0	0	0	0	0	0	0
Parts, Materials and Supplies 4-2-25-7011-450	981	2,423	1,245	0	371	0	969	1,543	1,406	1,406	1,406	1,406	1,406
Oil and Gas 4-2-25-7011-460	1,352	329	289	0	1,531	0	0	0	0	0	0	0	0
Natural Gas 4-2-25-7011-462	0	0	2,114	1,018	966	2,158	524	1,714	1,998	1,998	1,998	1,998	1,998
Equip Res. Charge Out 4-2-25-7011-800	162	39	0	0	15	0	17	171	148	148	148	148	148
Total Operations	16,587	12,119	11,082	7,744	4,872	7,001	6,260	14,395	13,252	13,409	13,567	13,650	13,660

GL Account	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Maintenance	4-2-25-7012												
Salaries & Wages	15,990	8,453	13,566	3,701	24,137	8,771	9,085	13,227	13,483	13,739	14,058	14,122	14,186
Conferences / Seminars / Travel	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract	3,814	2,955	934	1,228	4,527	3,769	3,428	2,939	3,834	3,834	3,834	3,834	3,834
Consulting	17,231	692	0	0	0	0	0	320	320	320	320	320	320
Equipment Lease and Rental	0	0	0	0	0	2,516	1,677	5,240	5,304	5,432	5,559	5,559	5,559
Small Tools, Equipment & Furniture	8,362	2,316	912	487	17,472	8,587	542	639	2,237	703	703	703	703
Courier and Delivery	120	0	0	0	1,804	0	125	0	0	0	0	0	0
Gas & Oil	0	0	26	43	21	50	70	64	64	64	64	64	64
Equip Res. Charge Out	0	0	27	0	525	428	226	64	64	64	64	64	64
Total Maintenance	47,486	15,255	16,541	5,813	50,646	24,858	15,764	23,451	26,327	25,177	25,624	25,752	25,816
Road Maintenance	4-2-25-7013												
Salaries & Wages	534	441	316	211	92	1,145	489	1,278	1,342	1,342	1,406	1,470	1,470
Contracts	3,703	103	168	519	0	155	0	767	12,780	831	831	831	831
Insurance and Licences	0	460	460	0	0	0	479	511	511	511	575	575	575
Equip Res. Charge Out	73	250	135	18	0	466	154	639	639	703	703	767	767
Total Road Maintenance	4,310	1,254	1,080	748	92	1,767	1,123	3,195	15,272	3,387	3,515	3,642	3,642
Total Administration, Operations and Maintenance	103,998	58,302	86,998	22,071	77,813	68,341	50,220	80,148	96,405	84,358	86,432	87,474	87,547
Transfer to Reserves	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170
Total	123,168	77,472	106,168	41,241	96,983	87,511	69,390	99,318	115,575	103,528	105,602	106,644	106,717
Capital	4-6-25-9701-331												
Capital Planning													
Equipment													
Engineering, Consulting, Legal Fees													
AWS Road													
Radio Connection													
River Intake / Treatment Prop. Acquisition													
Administration													
Total Capital	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	123,168	77,472	106,168	41,241	96,983	87,511	69,390	99,318	115,575	103,528	105,602	106,644	106,717
Capital Planning Grant													
Transfer from Reserves													
TOTAL EXPENDITURES (with Grant)¹	123,168	77,472	106,168	41,241	96,983	87,511	69,390	99,318	115,575	103,528	105,602	106,644	106,717

TABLE 2
Regional District of Nanaimo Requisition - AWS
2019 - 2023 FINANCIAL PLAN (\$)

GL Account	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
REVENUE																
RDN Requisition	69,162	31,269	36,013	39,775	24,672	34,944	13,034	33,102	29,995	24,445	32,172	40,525	36,302	37,029	37,395	37,420
Other Revenue																
Logging Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves																
Reserve for Future Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	69,162	31,269	36,013	39,775	24,672	34,944	13,034	33,102	29,995	24,445	32,172	40,525	36,302	37,029	37,395	37,420
EXPENDITURES																
Operating																
Administration 4-2-25-7010																
Salaries and Wages 4-2-25-7010-300	136	347	1,007	1,756	1,419	1,332	976	11	3,248	1,345	4,928	4,928	4,928	5,152	5,152	5,152
Pager Pay												612	612	612	612	612
Conferences/conventions 4-2-25-7010-307									88	0	0	0	0	0	0	0
Memberships Sub. 4-2-25-7010-311	0	0	0	20	80	13	45	0	0	0	45	45	45	45	45	45
Contracts 4-2-25-7010-330	0	0	365	163	0	635	0	0	0	0	224	224	246	246	246	246
Consulting 4-2-25-7010-331	0	0	2,647	1,203	0	6,736	0	0	0	0	0	582	605	605	605	605
Legal Fees 4-2-25-7010-332	0	0	2,213	0	0	0	0	0	0	0	0	582	0	0	0	0
Audit fees 4-2-25-7010-333	470	980	934	934	918	918	918	0	874	874	1,030	1,053	1,075	1,098	1,098	1,098
Licenses and Insurance 4-2-25-7010-400	10,202	10,124	11,027	8,031	7,961	10,795	782	7,762	7,960	7,262	6,720	6,944	7,168	7,392	7,616	7,616
Advertising 4-2-25-7010-410	0	0	0	40	0	0	0	0	0	0	0	0	0	0	0	0
Photocopy Supplies 4-2-25-7010-411	0	0	0	17	0	0	0	0	0	0	0	0	0	0	0	0
Office Supplies 4-2-25-7010-414	0	0	20	3	0	0	0	0	0	0	0	0	0	0	0	0
Tel / Cable 4-2-25-7010-422	0	0	136	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings 4-2-25-7010-423	27	43	358	85	7	4	2	10	43	0	67	67	67	67	67	67
Parts, Materials & Supplies 4-2-25-7010-450	0	0	91	224	16	0	0	0	0	0	112	112	112	112	134	134
Courier / Delivery 4-2-25-7010-452	0	0	8	4	0	0	0	0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out 4-2-25-7010-800	17	24	4	3	0	0	0	0	0	11	0	0	0	0	0	0
Total Administration	10,852	11,517	18,811	12,485	10,402	20,435	2,722	7,783	12,169	9,490	13,709	14,567	14,858	15,328	15,575	15,575
Operations (12.7% - based on avg. flow req'd.) 4-2-25-7011			12.7%	12.7%	12.7%	12.7%	14.3%	14.3%	20.2%	27.0%	14.3%	26.0%	26.0%	26.0%	26.0%	26.0%
Salaries and Wages 4-2-25-7011-300	464	313	877	1,016	837	755	746	56	307	130	1,015	1,898	1,924	1,976	1,976	1,976
Contracts 4-2-25-7011-330	1,139	561	469	1,034	452	326	162	0	57	429	443	806	832	832	858	858
Consulting 4-2-25-7011-331	62	0	0	0	0	0	0	0	0	158	85	158	161	165	168	171
Equipment Rental/Lease 4-2-25-7011-345	0	0	0	0	68	0	214	275	778	1,040	215	416	416	416	416	416
Licenses and Insurance 4-2-25-7011-400	86	86	49	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings 4-2-25-7011-423	0	0	46	0	0	0	0	0	0	72	130	130	130	130	130	130
Computer Software 4-2-25-7011-431									84	0	0	0	0	0	0	0
Parts, Materials and Supplies 4-2-25-7011-450	1,775	11	78	143	353	181	0	62	0	358	257	494	494	494	494	494
Oil and Gas 4-2-25-7011-460	0	0	0	197	48	42	0	256	0	0	0	0	0	0	0	0
Natural Gas 4-2-25-7011-462	0	221	181	0	0	308	170	161	546	194	286	702	702	702	702	702
Equip Res. Charge Out 4-2-25-7011-800	63	28	30	23	6	0	0	2	0	6	29	52	52	52	52	52
Total Operations	3,589	1,221	1,730	2,413	1,763	1,612	1,292	813	1,772	2,315	2,402	4,656	4,711	4,767	4,796	4,799

GL Account	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Maintenance	4-2-25-7012															
Salaries & Wages	5,352	2,585	2,304	5,605	2,963	4,756	1,297	8,461	3,075	3,185	4,637	4,726	4,816	4,928	4,950	4,973
Conferences / Travel	56	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract	12,241	770	2,870	1,337	1,036	327	431	1,587	1,321	1,202	1,030	1,344	1,344	1,344	1,344	1,344
Consulting	1,682	0	840	6,040	243	0	0	0	0	0	112	112	112	112	112	112
Equipment Lease and Rental	48	0	0	0	0	0	0	0	882	588	1,837	1,859	1,904	1,949	1,949	1,949
	977	543	763	2,931	812	320	171	6,125	3,010	190	224	784	246	246	246	246
Small Tools, Equipment & Furniture	98	24	471	42	0	0	0	633	0	44	0	0	0	0	0	0
Courier and Delivery	9	0	68	0	0	9	15	7	18	24	22	22	22	22	22	22
Gas & Oil	46	0	445	0	0	10	0	184	150	79	22	22	22	22	22	22
Equip Res. Charge Out	481	286	194	690	295	377	124	757	258	215	336	358	358	358	381	381
Total Maintenance	20,990	4,208	7,955	16,646	5,348	5,798	2,038	17,754	8,714	5,526	8,221	9,229	8,826	8,982	9,027	9,050
Road Maintenance	4-2-25-7013															
Salaries & Wages	104	20	33	187	154	111	74	32	401	172	448	470	470	493	515	515
Contracts	0	0	0	1,298	36	59	182	0	54	0	269	4,480	291	291	291	291
Insurance and Licences	134	137	137	0	161	161	0	0	0	168	179	179	179	202	202	202
Equip Res. Charge Out	15	3	5	25	88	47	6	0	164	54	224	224	246	246	269	269
Total Road Maintenance	253	160	175	1,511	440	379	262	32	619	394	1,120	5,354	1,187	1,232	1,277	1,277
Total Administration, Operations and Maintenance	35,685	17,106	28,670	33,055	17,952	28,224	6,314	26,382	23,275	17,725	25,452	33,805	29,582	30,309	30,675	30,700
Transfer to Reserves	5,376	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720
Total	41,061	23,826	35,390	39,775	24,672	34,944	13,034	33,102	29,995	24,445	32,172	40,525	36,302	37,029	37,395	37,420
Capital	4-2-25-9701-331															
Capital Planning	28,101	5,571														
Equipment	0	1,871	624													
Engineering, Consulting, Legal Fees	0	0	0													
AWS Road	0	0	0													
Radio Connection	0	0	0													
River Intake / Treatment Prop. Acquisition Administration	0	0	0													
Total Capital	28,101	7,442	624	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	69,162	31,269	36,013	39,775	24,672	34,944	13,034	33,102	29,995	24,445	32,172	40,525	36,302	37,029	37,395	37,420
Capital Planning Grant																
Transfer from Reserves																
TOTAL EXPENDITURES (with Grant) ¹	69,162	31,269	36,013	39,775	24,672	34,944	13,034	33,102	29,995	24,445	32,172	40,525	36,302	37,029	37,395	37,420

TABLE 2
Town of Qualicum Beach Requisition - AWS
2019 - 2023 FINANCIAL PLAN (\$)

GL Account	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
REVENUE																
Town of Qualicum Beach Requisition	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,748	17,261	13,535	18,207	21,938	19,321	19,732	19,938	19,951
Other Revenue																
Logging Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves																
Reserve for Future Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,748	17,261	13,535	18,207	21,938	19,321	19,732	19,938	19,951
EXPENDITURES																
Operating																
Administration																
4-2-25-7010																
Salaries and Wages	83	212	616	1,074	868	815	597	7	1,986	822	3,014	3,014	3,014	3,151	3,151	3,151
Pager Pay												374	374	374	374	374
Conferences/conventions									54	0						
Memberships Sub.	0	0	0	12	49	8	28	0	0	0	27	27	27	27	27	27
Contracts	0	0	223	100	0	389	0	0	0	0	137	137	151	151	151	151
Consulting	0	0	1,619	736	0	4,120	0	0	0	0	0	356	370	370	370	370
Legal Fees	0	0	1,354	0	0	0	0	0	0	0	0	0	0	0	0	0
Audit fees	288	599	572	572	562	562	562	0	534	534	630	644	658	671	671	671
Licenses and Insurance	6,239	6,192	6,744	4,912	4,869	6,602	478	4,748	4,868	4,441	4,110	4,247	4,384	4,521	4,658	4,658
Advertising	0	0	0	25	0	0	0	0	0	0	0	0	0	0	0	0
Photocopy Supplies	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0
Office Supplies	0	0	12	2	0	0	0	0	0	0	0	0	0	0	0	0
Tel / Cable	0	0	83	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	16	26	219	52	5	3	1	6	0	0	41	41	41	41	41	41
Parts, Materials & Supplies	0	0	56	137	10	0	0	0	0	0	69	69	69	69	82	82
Courier / Delivery	0	0	5	3	0	0	0	0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out	11	15	3	2	0	0	0	0	0	6	0	0	0	0	0	0
Total Administration	6,637	7,044	11,505	7,636	6,362	12,498	1,665	4,760	7,443	5,804	8,384	8,909	9,087	9,375	9,526	9,526
Operations																
4-2-25-7011																
Salaries and Wages	284	192	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contracts	697	343	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Consulting	38	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Rental/Lease	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Licenses and Insurance	53	53	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parts, Materials and Supplies	1,086	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oil and Gas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Natural Gas	0	135	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equip Res. Charge Out	39	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Operations	2,195	747	0	0	0	0	0	0	0	0	0	0	0	0	0	0

GL Account	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Maintenance	4-2-25-7012															
Salaries & Wages	3,273	1,581	1,409	3,428	1,812	2,909	793	5,175	1,880	1,948	2,836	2,891	2,946	3,014	3,028	3,041
Conferences / Seminars / Travel	34	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract	7,487	471	1,755	818	633	200	263	971	808	735	630	822	822	822	822	822
Consulting	1,029	0	514	3,694	148	0	0	0	0	0	69	69	69	69	69	69
Equipment Lease and Rental	29	0	0	0	0	0	0	0	540	360	1,123	1,137	1,165	1,192	1,192	1,192
	598	332	467	1,793	496	195	104	3,746	1,841	116	137	480	151	151	151	151
Small Tools, Equipment & Furniture	60	15	288	26	0	0	0	387	0	27	0	0	0	0	0	0
Courier and Delivery	6	0	42	0	0	5	9	4	11	15	14	14	14	14	14	14
Gas & Oil	28	0	272	0	0	6	0	112	92	48	14	14	14	14	14	14
Equip Res. Charge Out	294	175	119	422	180	231	76	463	158	131	206	219	219	219	233	233
Total Maintenance	12,838	2,574	4,865	10,181	3,271	3,546	1,246	10,858	5,330	3,380	5,028	5,644	5,398	5,494	5,521	5,535
Road Maintenance	4-2-25-7013															
Salaries & Wages	64	12	20	114	94	68	45	20	246	105	274	288	288	301	315	315
Contracts	0	0	0	794	22	36	111	0	33	0	164	2,740	178	178	178	178
Insurance and Licences	82	84	84	0	99	99	0	0	0	103	110	110	110	123	123	123
Equip Res. Charge Out	9	2	3	16	54	29	4	0	100	33	137	137	151	151	164	164
Total Road Maintenance	155	98	107	924	269	232	160	20	379	241	685	3,274	726	754	781	781
Total Administration, Operations and Maintenance	21,825	10,462	16,477	18,741	9,901	16,276	3,072	15,638	13,151	9,425	14,097	17,828	15,211	15,622	15,828	15,841
Transfer to Reserves	3,288	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110
Total	25,113	14,572	20,587	22,851	14,011	20,386	7,182	19,748	17,261	13,535	18,207	21,938	19,321	19,732	19,938	19,951
Capital																
Capital Planning	28,101	5,571														
Equipment	0	1,144	381													
Engineering, Consulting, Legal Fees	0	0	0													
AWS Road	0	0	0													
Radio Connection	0	0	0													
River Intake / Treatment Prop. Acquisition	0	0	0													
Administration	0	0	0													
Total Capital	28,101	6,716	381	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,748	17,261	13,535	18,207	21,938	19,321	19,732	19,938	19,951
Capital Planning Grant																
Transfer from Reserves																
TOTAL EXPENDITURES (with Grant) ¹	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,748	17,261	13,535	18,207	21,938	19,321	19,732	19,938	19,951

2019 - 2023 Budget Check					
		A	B	C	A+B+C
Item	Total Budget (Sht1)	Parksville	RDN	TQB	
Total Revenue	827,617	538,065	188,672	100,880	827,617
Total Expenditures	827,617	538,065	188,672	100,880	827,617
Variance					