

COLUMBIA SHUSWAP REGIONAL DISTRICT

Minutes of a Committee of the Whole (Budget) meeting held January 18, 2017
in the Board Room of the Regional District Office, Salmon Arm, BC

Note: The following minutes are subject to correction
when endorsed by the Committee at the next Committee meeting.

PRESENT

Chair:	R. Martin	Electoral Area 'E'
Directors	C. Moss**	Town of Golden
	M. McKee	City of Revelstoke
	N. Cooper	City of Salmon Arm (Absent)
	K. Flynn*	City of Salmon Arm (Alternate)
	C. Eliason	City of Salmon Arm (Absent)
	T. Lavery	City of Salmon Arm (Alternate)
	T. Rysz	District of Sicamous (arrived 9:45am)
	K. Cathcart**	Electoral Area 'A'
	L. Parker	Electoral Area 'B'
	P. Demenok	Electoral Area 'C'
	R. Talbot	Electoral Area 'D'
	L. Morgan	Electoral Area 'F' (Absent)
	R. Misseghers	Electoral Area 'F' (Alternate)
Staff:	C. Hamilton*	Chief Administrative Officer
	J. Pierce	Manager, Financial Services
	C. Kraft	Deputy Treasurer
	L. Shykora*	Deputy Manager, Corporate Administration Services
	R. Cyr	Economic Development Officer
	B. Payne	Manager, Information Systems
	D. Mooney	Manager, Operations Management
	G. Christie	Manager, Development Services
	B. Van Nostrand*	Team Leader, Environmental Health Services
	T. Langlois*	Team Leader, Utilities
R. Nitchie*	Team Leader, Community Services	
L. Gervais*	Financial Services Assistant II	

*Attended Part of Meeting Only

** Attended via webex

CALL TO ORDER

Chair Martin called the meeting to order at 9:32 AM and welcomed Corey Paiement, Team Leader, Development Services. All directors introduced themselves and the meeting was turned over to J. Pierce, Manager, Financial Services.

BUSINESS GENERAL

Presentation/Overview of the draft five year Financial Plan (2017 Budget) by J. Pierce, Manager, Financial Services. The Financial Services Manager provided an overview of the following topics:

Goals for today
Outline budget process
Assessment trends

Review of the Workbook
Regional Budget Focus
Electoral Area Budget Focus
Questions
Public consultation.

Budget Process:

The Manager, Financial Services provided an overview of the budget process and noted that binders will not be provided in advance of the February budget meeting.

Assessment trends:

An overview of assessment trends from 2016 to 2017 was provided. The Manager, Financial Services noted that most bylaws use Converted Assessment, not Total Assessment. Converted Assessment is calculated using a class multiplier (Residential multiplier is 1.0, commercial multiplier 2.45, industrial 3.4 and utilities have a multiplier of 3.5).

Alternate Director Flynn questioned the impact of a municipality changing class multipliers. The Manager, Financial Services explained that municipalities have the authority to change the class multipliers where regional districts do not. She also noted that a member municipality changing its' class multipliers would have no impact on the CSRD budget process.

Departmental Mandate Presentations:

Managers of each of the Departments provided an overview of the 2017 Mandates for their respective Department(s), as referenced in the Financial Plan/Budget binder:

Corporate Administration (C. Hamilton)
Financial Services (J. Pierce)
Information Systems (B. Payne)
Development Services (G. Christie)
Operations Management (D. Mooney)
Economic Development, Shuswap Tourism & Shuswap Film
Commission (R. Cyr)

Corporate Administration:

The Chief Administrative Officer provided an overview of the key projects for Corporate Administration in 2017:

- Continue discussions with Splatshin First Nation and RDNO regarding the rail line project
- Investigate steps involved to implement a First Nations Protocol Agreement. **ACTION:** as suggested by Chair Martin, a lunch or dinner meeting should be arranged with representatives from First Nations.
- Open house is being planned for June 2017.
- Develop plan for introduction of building inspection in Areas B, E and the entirety of Area F.

ACTION: as requested by Director Demenok, the Area C Sewer project will be added as a corporate mandate.

Alternate Director Flynn enquired about the progress with the Area C governance study. CAO explained that we received a \$50,000 grant, a consultant has been retained and a committee formed. We're hoping to receive their report this year with a recommendation; at this point, CSRD involvement is limited to monitoring the progress of the consultant and committee.

Information Technology

The Manager, Information Technology/GIS Services provided an overview of the key IT projects for 2017:

- Laserfiche project is coming along, discovery and core build complete for Corporate Administration and testing is underway. Discovery for Operations Management is ongoing. Plan is to go live with Laserfiche across the organization by the end of 2018.
- eScribe meeting management software has been purchased, plan to go live for April Board meeting and by summer 2017 for other meetings.

Director Demenok inquired about the timing of the 2016 annual report. The Manager, IT/GIS Services explained that work is underway and plan to have complete by April/May 2017.

Finance

Manager, Financial Services provided an overview of the annual reporting requirements for the finance department, as well as some key projects planned for this year:

- Implementation of HR module in Vadim
- Implement new pricing structure for tipping fees, update manuals and assist with attendant training.
- Investigate options for POS systems and consider switching to improve customer service and reduce costs.
- Transition carbon tax reporting from operations management to finance
- Complete internal review of finance department to maximize efficiency

Development Services

The Manager, Development Services described the key projects planned for 2017:

- Pre-planning for Building Regulation in Areas B, E and F. Noted that another building inspector as well as a plan checker will need to be hired.
- Additional Development Services Assistant (Planner) will need to be hired to help with the increasing volume of applications.
- Bylaw Notice Adjudication research and discussion.
- Impact of new Federal legislation regarding Medical Marijuana
- Various OCP and Zoning bylaws

Director Talbot enquired about the special projects budget and timing for the OCP's for Silver Creek and Falkland. The Manager, Development Services explained that staff are focusing on completion of the Rancho/Deep Creek OCP as well as Area E. Long Range projects can drag out due to public consultation, but these projects are still in the budget.

The CAO suggested we establish new filters when we undertake new initiatives. There is no point in introducing an OCP in an area with no interest in building inspection as we can't enforce.

Director Demenok – expressed concerns regarding the process of closing files. Bylaws are out there, but some are difficult to enforce, ie. Buoy. We need to design the bylaws to be enforceable. Also there is a mounting number of files with respect to bylaw complaints. Can we do something differently to resolve files in timelier manner? We need to address the bylaw issue as it creates issues in Area C, where we have the biggest number of complaints and backlog. Manager, DS explained that our new policy contains language re: pushing back on provincial downloads. It identifies issues outside our jurisdiction and says we'll forward on to the appropriate agency. We don't have the manpower nor enforcement capabilities to deal with these issues.

Chair Martin enquired regarding planned communication with the public regarding our lack of response to federal or provincial complaints. The Manager, DS confirmed that staff will respond to the complainant explaining who they need to contact. **ACTION:** Chair Martin requested there be some communication with the public beforehand explaining our inability to deal with these issues. Communicating change early should reduce staff workload.

The CAO noted we need to develop a better strategy for pushing back. MLA office likes to refer people to us on issues that is their jurisdiction.

Economic Development

The Manager, Shuswap Tourism/Ec Dev/Film Commission provided an overview of planned projects

for 2017.

Shuswap Economic Development:

- Ongoing community economic development projects and business development.
- Completion of Shuswap Economic Development Strategy
- Community to Community Forum to be held in Feb./17
- Implementation of Shuswap Agriculture Strategy

Shuswap Tourism:

- Continuing projects with Destination BC (DBC) including the Digital Online Marketing Campaign and updating the experience guide. Note that DBC funding has yet to be confirmed but should be known by end of January/17.
- Various sponsorships
- Shuswap Tourism website refresh

Columbia Shuswap Film Commission

- Ongoing marketing of the program
- Reel Scout Location Imagery update

Director Demenok enquired as to whether the Economic Development Strategy will be updated once the new census data is received, R. Cyr noted it will be.

Director Demenok also enquired regarding the Agriculture Strategy and needing to find someone to drive the process. The Manager noted that staff has been looking at bringing someone in to work on this, but we have been unsuccessful obtaining funding. This is part of a larger discussion – does the CSRD want to take the lead role in this initiative? The CSRD needs to do more work finding partners. Community Futures Shuswap and SAEDS are supportive, but we need to find the right funding and determine who will manage this function as existing staff doesn't have capacity. It's on staff's radar as an ongoing discussion, but funding is the issue.

Director Demenok enquired regarding transportation issues. The Manager noted that she has been asked to write letters from an advocacy perspective regarding how transport issues affect tourism, to keep traffic moving, etc. Chair Martin noted that she hoped any transportation initiatives would focus on getting employees to work. There are a lot of people looking for work but have no way of getting there. The Manager noted that there is a group working on this and a number of organizations are involved.

Operations Management

Manager, Operations Management introduced his Team Leaders who spoke on each of their functions:

- Operations Administration – Manager, Operations Management noted key goals:
 - Continue asset management project including strategy, framework and policy development as well as implementation of capital asset database
 - Review protective services department follow resignation of Regional Fire Chief and retirement of Emergency Program Coordinator
 - Area C Community Sewer project
- Environmental Health Services – Team Leader noted key goals:
 - Landfill priorities include slope closure at Golden Landfill, Sicamous Landfill Design and Operation Plan update, Revelstoke alternate daily cover system replacement and potential property purchase in Salmon Arm.
 - Recycling priorities including implementation of Curbside pickup in Area C, Hazardous Waste storage facility in Salmon Arm, and food waste composting infrastructure in Revelstoke.
 - Noxious Weed priorities include expansion of the contract with CSISS to include inspection and treatment of invasive species at CSRD refuse/recycling facilities.
 - Milfoil priorities include automated equipment tracking and mapping software
- Utilities – Team Leader noted key goals:
 - Community Water Services priorities include Cedar Heights PRV stations, Sunnybrae system upgrade, Lakeview Place connection to Cedar Heights, and Cottonwood System Upgrade.

- Community Sewer Services priorities include securing land for future Waste Water Treatment Plant in Blind Bay, and preparations for possible grant application in 2018.
- Protective Services – Manager, Operations Management noted key goals:
 - Fire Services goals include completion of Hall expansion at Tappen/Sunnybrae, replace mini-pumper at Shuswap, and property acquisition in Lee Creek
 - 911 priorities include Radio Over Internet Protocol (ROIP) in Field and ROIP improvements in Salmon Arm and Golden.
 - Emergency Management goals include the purchase of a new Structural Protection Unit (SPU) and construction of a parking structure for SPU's at the CSRD Milfoil Yard.
- Community Services – Team Leader noted key goals:
 - Parks priorities include the Area A parks Master Plan, Markwart Boat Launch improvements, Rose Clifford park improvements, and John Evdokimoff playground construction.
 - Revelstoke Airport priorities include terminal upgrades and runway line painting.
 - Recreational facility priorities include multiple projects at the Golden Arena. The Team Leader also noted the reserve shortfall regarding the impending replacement of the Arena roof in 2019 requiring additional reserve contributions over the next few years.

Alternate Director Flynn noted that people don't seem to understand what can be cleaned up and what can't. For example, at Sandy Point milfoil on one side is harvested but the other is not. Can we provide additional information including maps on the website explaining why certain areas aren't harvested? **ACTION** – staff to review website for additional communication opportunities.

Alternate Director Flynn enquired how the CSRD is doing with volunteers in our fire departments. The Manager, Operations Management noted that overall we're doing well. Some departments are near the minimum but they've been like that for a long time. With the new policies re: remuneration, playbook, etc. we're doing well with recruitment and retention.

Director Demenok questioned the timing of the MacArthur/Reedman water meter project. The Team Leader, Utilities noted that this water system has historically had extremely high water use. They've tried education, etc. but it hasn't worked. However, they uncovered a potential major leak in this system that they will be able to fully examine this spring. As it is possible that a lot of the excess water was being lost through this leak, staff may not move forward with this project. He also noted that Cedar Heights installed meters and achieved a reduction in usage, even though they didn't change to metered billing.

Director Demenok enquired as to the completion of the plans for the Tappen/Sunnybrae fire hall expansion and whether we've accommodated the First Responder training needs. He would like to see a training area and storage for this group within the expanded fire hall. **ACTION:** First Responders and Director Demenok to be including in review of plans for fire hall expansion regarding space for training and storage.

Director Demenok asked whether the parkland disposition/acquisition strategy would be ready in May. The Team Leader, Community Services noted that this is part of the Parks Master Plan so will be completed as part of that project.

Director Talbot enquired regarding recycling furniture in addition to mattresses. The Team Leader, Environmental Health Services noted that mattresses (but not other furniture) are on the top of the list for the Ministry of Environment regarding stewardship plans. They haven't had time for other items, particularly with the MMBC changes, etc.

Director Talbot enquired regarding the progress of the Falkland manganese removal project. The Team Leader, Utilities noted that they had hoped to be done in December, but cold weather delayed the project. Now staff is hoping to be finished by late February 2017.

Chair Martin asked if the fire budgets had been reduced as the Regional Fire Chief resigned so we aren't paying his salary? The Manager, Financial Services noted that the budgets have not been reduced as we are assuming the position will be filled. It may give rise to a surplus at the end of 2017.

The Committee of the Whole meeting was in recess from 11:27 – 11:39am.

Area Tax Summaries

The Committee was advised of the proposed total tax requisition, area by area, noting that these percentages are preliminary in nature at this time.

Director Demenok asked why the Shuswap Watershed Council was not listed on the City of Salmon Arm's budget. Manager, Financial Services explained that the City pays Fraser Basin Council directly as part of their contribution agreement. It is not part of the CSRD requisition as with other participants.

Regional Focus

The Manager, Financial Services explained that regional budgets would be reviewed first followed by Electoral Area-only budgets later on as requested by the Board.

The Manager, Financial Services explained that the new Administration policy changed how fees are allocated. If the function has participation by electoral areas (EA) only, the Admin fee goes to EA governance. If both EA's and municipalities participate, then the admin fee goes to general government. The base administration fee is 10% of adjusted prior year budget (total expenses less admin fee, debt principal, reserve contributions and capital expenditures, plus 5 year average capital expenditures). The fee is then adjusted for service level (between 20% and 100% depending on volume of transactions, complexity, etc). The new policy has moved some of the admin fee revenue into EA government from general government.

The building overhead allocation basically mirrors the salary allocations.

Staff salary allocations are reviewed annually based on actual time spent. Key changes this year include partial allocation of the salaries for the CAO, Manager Financial Services, Deputy Manager Corporate Administration and the Deputy to EA government, where they previously all went to General Government. Therefore the increased administration fee revenue is offset by increased expenses (staff salaries) in EA government, and correspondingly decreases in general government.

An additional FTE has been budgeted for an Electronic Records Management position. We've purchased the Laserfiche software, etc. so now need to allocate sufficient staff resources to ensure success of this project.

The last key change relates to Tourism and Economic Development. These budgets were previously combined with the tourism budget. As per the Local Government Act, costs and revenues of each function must be identified and allocated to those functions. There are two different taxpayer groups for each of these functions, so we've now split the costs between them (common costs such as salaries have been split equally). Through this exercise it was determined that the Economic Development budget is subsidizing tourism, but this will cease over next few years. It is very similar to what happened with the regional water system budget and how we are returning the true cost of the service to the participants.

Alternate Director Lavery asked whether the increase in the tourism budget was solely a result of the shift in funding. The Manager, Financial Services noted that the increase is partially due to the funding shift but also additional projects planned for the year.

Director Demenok noted that cost alignment is good, but it is difficult to follow budgets from year to year. The Manager, Financial Services agreed, but noted that the Local Government Act is very specific. Staff is working on eliminating the inconsistencies but there is still some subsidization (such as in water and tourism). However, without reducing the subsidy gradually over several years, there would be a significant sway in the tax requisitions.

Alternate Director Flynn noted that staff's focus to attribute costs to where they come from is positive, and great to do over time. It is hard to follow year to year when there is a change, but the idea of making sure it's fair and reasonable is a good one.

Chair Martin asked whether the Film Commission was separate. The Manager, Financial Services noted that it is a stand-alone function with different taxpayers.

Budget Comparisons, 2016 – 2017

Regional Functions:

The Manager, Financial Services provided an analysis of key 2016 vs. 2017 budgets, by function:

- Regional General Government – budget has decreased as a result of salaries reallocated to EA Government. There is still no taxation in this function as a result of the current year surplus; however, taxation is expected in 2018.
- Administration Cost Allocation and IT - There have been some adjustments to building operating costs as this was the first full year in the new building. The tax requisition has increased 2.9% due to new staff positions. A 9% increase is anticipated in 2018 assuming there is no surplus to carry forward.

Chair Martin suggested we increase the requisition in 2017 to reduce the 9% increase next year. The Manager noted that we're hoping for a surplus again in 2017 to reduce the 2018 requisition.

Chair Martin enquired regarding the cost of the building and whether it is consistent with expectations. The Manager noted that the only surprises have involved building contract maintenance costs. We're working towards contractors having the ability to dial in electronically to correct heating and mechanical issues. As well, some items needed to be adjusted; for example, we had budgeted significant funds for heating in 2016 not realizing that geothermal uses more electricity. The CAO noted that we've structured the building loan as short-term debt (requiring repayment within 5 years) so there will be a substantial decrease in this budget at that time. The Manager, Financial Services went on to note that we are anticipating a 30% decrease in the requisition for this function in 2021.

- 911 Emergency Telephone Response – staff is still awaiting final budget information from the Central Okanagan Regional District on contract costs for this service, but does not anticipate a significant change.
- Recycling – the tax requisition has decreased by 0.5% and is expected to hold steady for a few years. Staff is continuing to align the management of recyclables within this function.
- Regional Solid Waste Management – Fully funded by tipping fees. Budget has increased due to additional contract costs, increased administration fees and planned projects for 2017.
- Shuswap Tourism – Historically, the tourism budget only contained a transfer to the Economic Development/Tourism budget that was supposed to cover the costs of the tourism program. By separating the two budgets, staff has determined that the Economic Development function has been subsidizing the Tourism function. The costs of tourism have now been fully allocated to this budget, with a subsidy being required from Economic Development to reduce the impact on the tax requisition. In 2017, the subsidy amounts to \$120,000 which will drop to \$80,000 in 2021 and will be completely phased out in 2025. Even with the subsidy, there is a 20.5% increase in the requisition as a result of 2017 projects.
- Economic Development – this function now contains only costs related to economic development as well as the subsidy to tourism. There is a minor increase in the tax requisition for significant projects planned for 2017.

Director Demenok enquired regarding the feasibility study reserves. As we don't generally spend these amounts, do we need to keep increasing the reserves? The Manager, Financial Services noted that we could go for years spending nothing and then use them repeatedly in one year. If a service goes ahead, the funds drawn from feasibility reserves must be repaid. But if the service fails, the costs are fully funded from the reserves. Director Demenok asked if we should have a target amount for these

reserves? The Manager noted that as the tax requisitions are low, staff hasn't considered this previously. **ACTION:** staff to consider target balance for feasibility study funds for Draft 2 or 2018.

The Committee of the Whole meeting was in recess from 12:25pm to 1:03pm.

Electoral Area Functions:

The Manager, Financial Services reviewed key changes to Electoral Area functions for 2017:

- 2016 was the first year with the regional water allocation. This function includes costs associated with CSRD water systems including staff salaries, training, travel, supplies and other costs associated with all the water systems. These costs were historically paid by Electoral Area Government. Beginning in 2017, these costs will start to be charged back to the water systems with the plan to eliminate the subsidy from EA government in the next 5-8 years.
Director Talbot enquired as to whether the Liquid Waste Management Plan (LWMP) budgets are included, as we would be subsidizing sewer. The Manager explained that this is only water systems, LWMP's are in separate, stand-alone budgets.
Chair Martin noted that there are significant discrepancies between water systems in user fee rates. She encouraged the Board to ask questions at the January 19 Board meeting so information disseminates to the public regarding the reasons for different rates in different systems.
Director Cathcart enquired if with the change to the water cost allocations, Area A will now be paying for water systems? The Manager noted that Area A and all electoral areas have always been paying for the water systems, staff is working towards them not paying for these services as they aren't receiving the benefits. However, this can't happen overnight, resulting in the gradual elimination of the subsidy.
Director Demenok questioned whether staff has considered a sub-regional approach to water, similar to some of the fire departments. The Manager, Operations Management noted that if the boundaries were contiguous this may be possible, but the service areas are spread out. Staff has already obtained efficiencies with contractors.
- If sub-regional building inspection goes ahead in Areas B, E and the entire Area F, 2017 will be the last year of the current Area F Building Inspection function 171. As there is currently no service area for sub-regional building inspection (function 172), we cannot tax within this function for roll-out costs. As a result, the current year budget for sub-regional building inspection will be funded from the Special Projects function.

Budget Comparisons, 2016 – 2017

Electoral Area Functions:

The Manager, Financial Services provided an analysis of key 2016 vs. 2017 budgets, by function:

- Electoral Area Government – there is a proposed decrease in the tax requisition of 37.4% as a result of the new administration fee policy, as well as the decrease in the subsidy to the water systems. There is a projected surplus in this function that will be transferred to an operating reserve to stabilize tax rates for the next few years.
- Electoral Area F Building Inspection – as this is expected to be the last year for this function, all surpluses and transfers to operating reserves must be returned to the taxpayers in 2017. No significant changes to this function are expected in 2017.
- Sub-Regional Building Inspection – This function includes roll-out costs such as advertising and staffing costs in the latter part of the year.
Director Demenok questioned whether \$20,000 is sufficient for communication? The Manager, Development Services noted that the consultant is considering this as part of his report. Director Parker noted that she plans to hold two public meetings and believes the budgeted amount will be sufficient. Chair Martin noted that there needs to be solid communication in place to ensure the public is aware of the impact of this change. She has received more positive than negative feedback; the CSRD should harness this positivity to make it grow through public consultation. She would like a few public meetings in her area. The Manager, Development Services noted that often holding public

meetings ends up costing less than newspaper ads. Director Parker noted that public meetings allow for questions back and forth to staff where all attendees can hear the answers. If there are disgruntled people, staff can help answer their questions. Happy people help mediate the negativity. The Manager, Financial Services noted that she is confident the budgeted amount will be sufficient for 2017.

- Bylaw Enforcement – there is a proposed 21.1% increase to this function, as well as 19.9% in 2018, as a result of increased legal fees and a partial reallocation of the Team Leader, Development Services' salary. Legal fees for 2016 were budgeted at \$22,000, actual spending is currently \$90,000 with more invoices still to come. The 2016 surplus was a result of budgeting for a Senior Bylaw Enforcement Officer which has been delayed, but is again budgeted for 2017. The Manager, Financial Services noted that the CAO and herself question the efficacy of a 3rd officer position, especially in light of building inspection. She suggested the Board consider cost containment and/or avoidance through policy. Chair Martin questioned the portion of legal fees that could have been avoided in this function had building inspection been in place. The Manager, Development Services, noted that all of these costs could have been avoided.
- Development Services – There is a slight increase in the tax requisition in this function as a result of an additional Development Services Assistant position. A portion of the 2016 surplus will be utilized with the remainder transferred to an operating reserve to stabilize the tax requisitions. The Manager, Development Services has included with his mandates an initiative to add a second team leader position should we move ahead with Building Inspection. Director Demenok questioned the balance in the capital reserve. The Manager, Financial Services noted that staff will be reducing the reserve over the next several years to offset tax requisitions.
- Planning – Special Projects – Key projects in this function include the transfer to Sub-Regional Building Inspection and multiple zoning/OCP bylaws. As well, it includes the Area C Governance Study and Blind Bay Road Parallel Trail projects that are being funded from surplus monies.

Electoral Area Taxes

The Committee was directed to the Electoral Area Taxes section of the workbook.

Director Demenok noted that the total for parcel taxes at the bottom of the spreadsheets can be misleading as all people don't pay all parcel taxes. **ACTION:** Consider omitting the total amount of parcel taxes from the spreadsheet.

Director Martin noted that this is always interesting as property tax bill could go up as a result of your assessment and provincial taxes, but won't necessarily go up for local services as the CSRD collects a specific amount regardless of assessment. The Manager, Financial Services concurred with this analysis and noted that the Province could also do the same.

Alternate Director Flynn noted the media doesn't do anyone any favors when reporting average and increased assessments. The public doesn't understand that the mill rate gets adjusted. For example, a 30% increase in your assessed value does not mean your taxes will increase 30%. **ACTION:** Add average residential home value to this analysis.

The Manager, Financial Services noted that the Sterile Insect Release budget has been finalized but the North Okanagan Columbia Shuswap Regional Hospital District has not. Several invoices are still expected from Interior Health Authority, but staff is not expecting a significant increase.

Summary

The Manager, Financial Services requested that the Directors bring their binders to Budget Meeting #2 and staff will provide updated contents along with a summary of changes between Draft #1 and Draft #2. **ACTION:** Staff to provide powerpoint notes to Directors.

Public Consultation:

There were no members of the public present at this meeting.

The Manager, Financial Services indicated that the February 17, 2017 Committee of the Whole (Budget) meeting will provide another opportunity for public consultation.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:50 p.m.

CERTIFIED CORRECT

CHAIR

CHIEF ADMINISTRATIVE OFFICER