



Minutes

Village of Tahsis

Meeting	Committee of the Whole
Date	Tuesday February 18, 2020
Time	5:00 p.m.
Place	Municipal Hall - Council Chambers

Present Mayor Martin Davis
Councillor Bill Elder
Councillor Sarah Fowler
Councillor Lynda Llewellyn

Staff Mark Tatchell, Chief Administrative Officer
Deb Bodnar, CPA, CMA, Director of Finance

Public 3 members of the public

Call to Order

Mayor Davis called the meeting to order at 5:00 p.m.

Mayor Davis acknowledged and respected that Council is meeting upon Mowachaht/ Muchalaht territory

Approval of the Agenda

Llewellyn : COW 017/2020

THAT the Agenda for the February 18, 2020 Committee of the Whole meeting be adopted as presented.

CARRIED

**Business
Arising**

1 Revised Draft 2020-2024 Financial Plan and Capital Plan

Staff reviewed updates to the financial plan since the January 21st meeting. Council considered the 5 year capital plan and revised it with the following changes and information requests:

Village office foyer, tsunami siren and library site preparation projects deferred until 2021

Public works Quad notionally approved for 2020 and Pickup for 2021

Information requested on energy efficiency/use of heat pumps versus baseboard

Operating budget to be presented in current form at March 3 public meeting
Council considered, without decision, the tax rate scenarios.

Fowler : COW 018/2020

THAT this presentation be received.

CARRIED

Adjournment

Elder : COW 019/2020

THAT the meeting adjourn at 6:45 p.m.

CARRIED

Certified correct this
3rd Day of March, 2020



Corporate Officer



Budget Presentation

2020 – 2024 Financial Plan

Village of Tahsis

Updated February 13, 2020



Community Charter Requirements

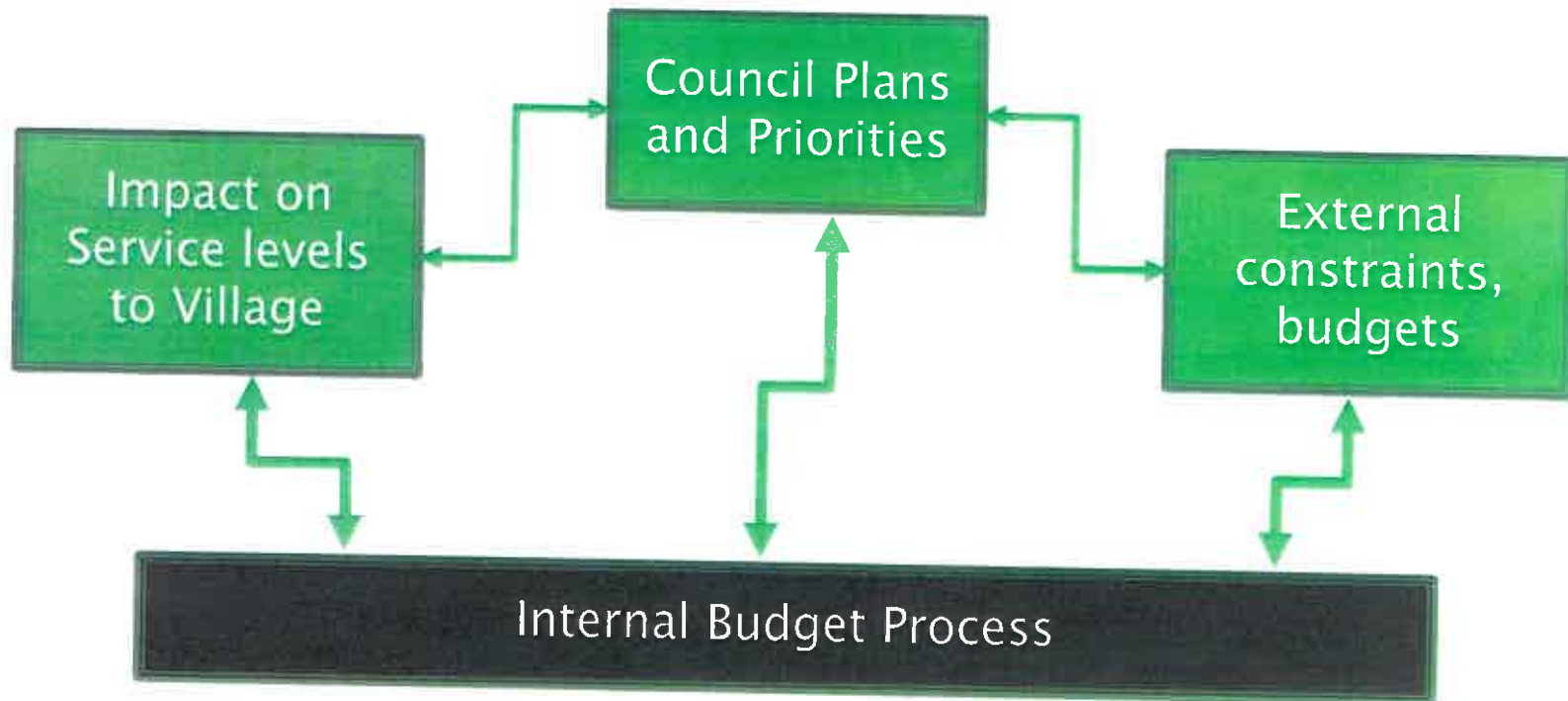
- ▶ 5 year financial plan (budget) must be adopted annually by bylaw before tax rate bylaw can be adopted, before May 15
- ▶ Financial plan must include:
 - Proposed expenditures
 - Proposed funding sources
 - Proposed transfers between funds and accounts
- ▶ Budget must be balanced (expenditures must not exceed revenues and transfers)
- ▶ Public consultation required before adoption by Council



Major Council Policies

- ▶ 2020 Strategic Priorities
- ▶ Updated Official Community Plan





Budget Considerations and Assumptions

- ▶ Ensure adequate funding for existing services and infrastructure – level of service delivery
- ▶ Continue to access diversified sources of revenue
- ▶ Manage expenditures by –
 - Ongoing review of processes and procedures for effectiveness
 - Review 2019 actual expenditures for efficiencies, one-time items, potential budget savings
- ▶ Provide for contingencies
 - Manage business risks
 - Operate prudently
- ▶ Build sustainable reserves
- ▶ Full cost recovery for utility services



Risks

- ▶ Staffing
 - Pressure on staff to absorb increased service needs, compliance and statutory reporting, by-election
- ▶ Reserves
 - Rely heavily on prior years' surplus to keep taxes low
- ▶ Aging Infrastructure
 - Increasing costs to maintain aging buildings, sewer and water systems
- ▶ Aging population
- ▶ Stagnant residential, economic growth



Opportunities

- ▶ Grants
 - Staff continue to pursue grant opportunities
- ▶ Use of 2019 operating surplus
- ▶ Consider borrowing as a long-term strategy to replacing aging infrastructure
- ▶ Increase in permits due to development, renovation of residential property



Current Services Provided to Citizens

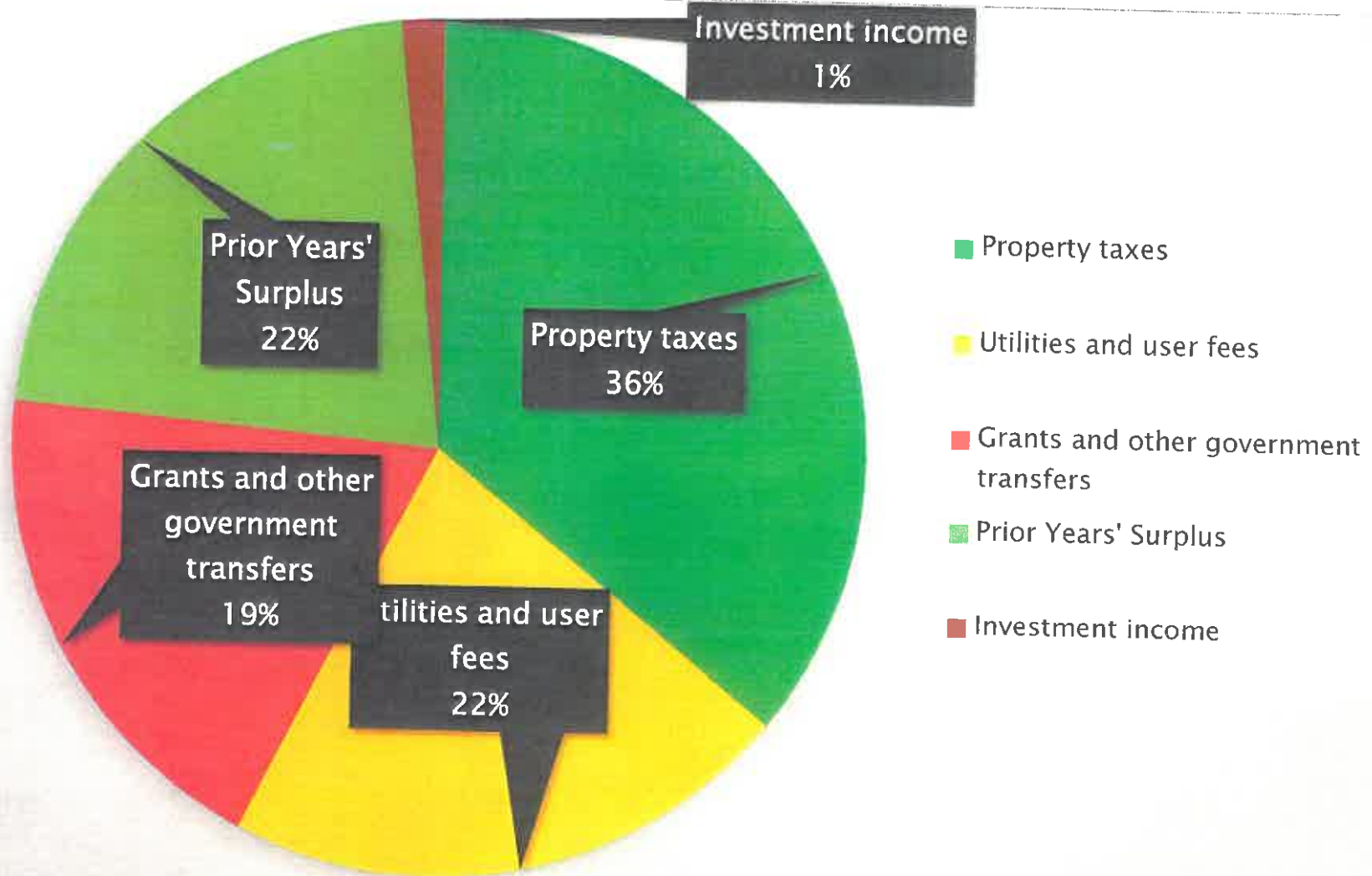
- ▶ Road maintenance, repair and snow removal
- ▶ Garbage collection and recycling
- ▶ Fire protection, suppression and rescue
- ▶ Emergency Preparedness
- ▶ Daycare
- ▶ Tourist information Centre and display for museum artifacts
- ▶ Boat launch and parking
- ▶ Helipad
- ▶ Wharves and docks
- ▶ Recreation Centre programming including pool, weight room, gym activities
- ▶ Parks and trails
- ▶ Sidewalks, curbs and gutters
- ▶ Drainage systems
- ▶ Sewer systems
- ▶ Drinking water systems and drainage
- ▶ Property maintenance regulation and bylaw compliance
- ▶ Building inspector

Indirect Services Provided for the Village

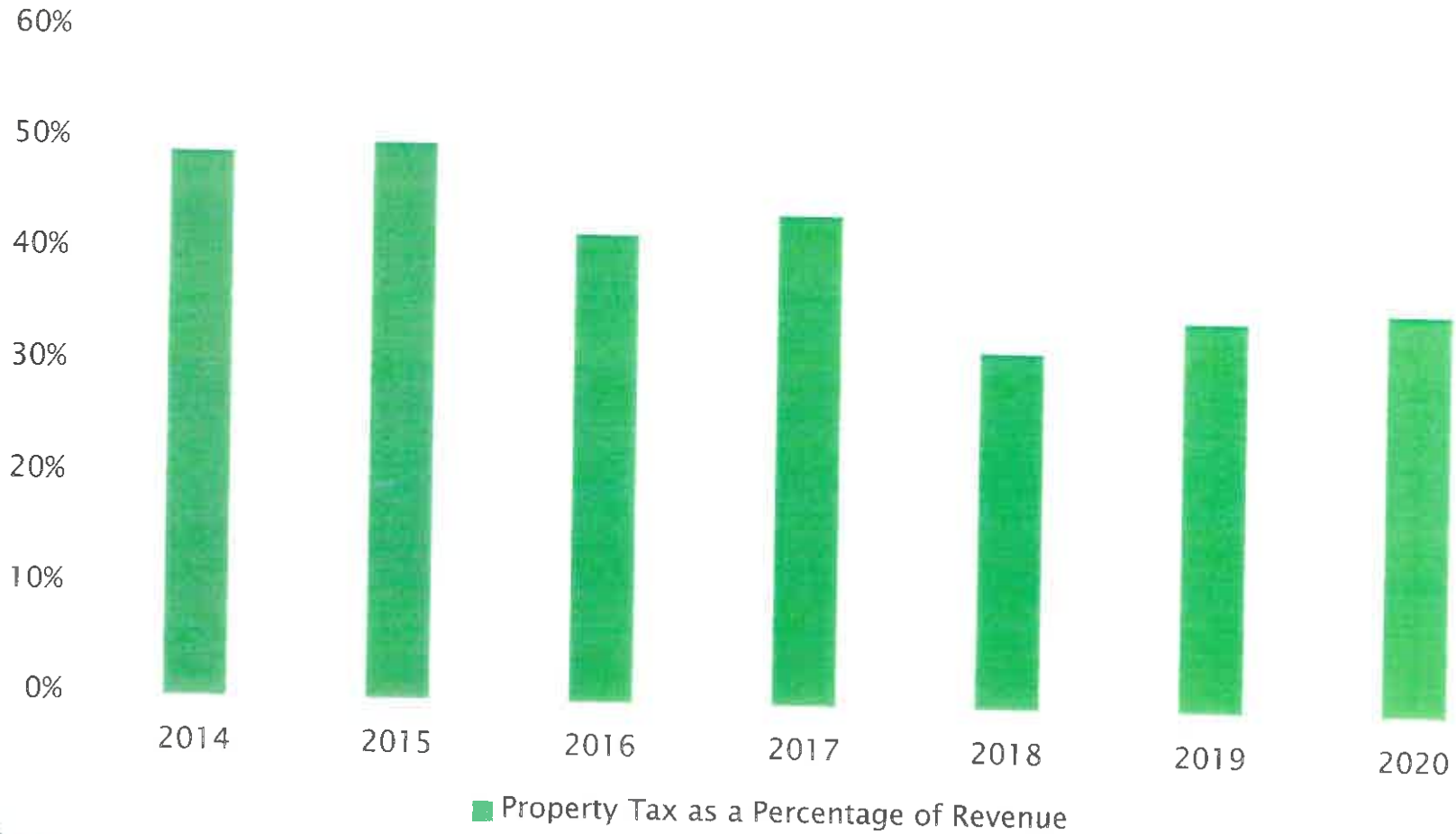
- ▶ Financial management
- ▶ Asset management
- ▶ Grant writing
- ▶ Compliance with provincial and federal legislation
- ▶ Project management
- ▶ Election services



2020 Proposed Operating Revenues \$2,233,827



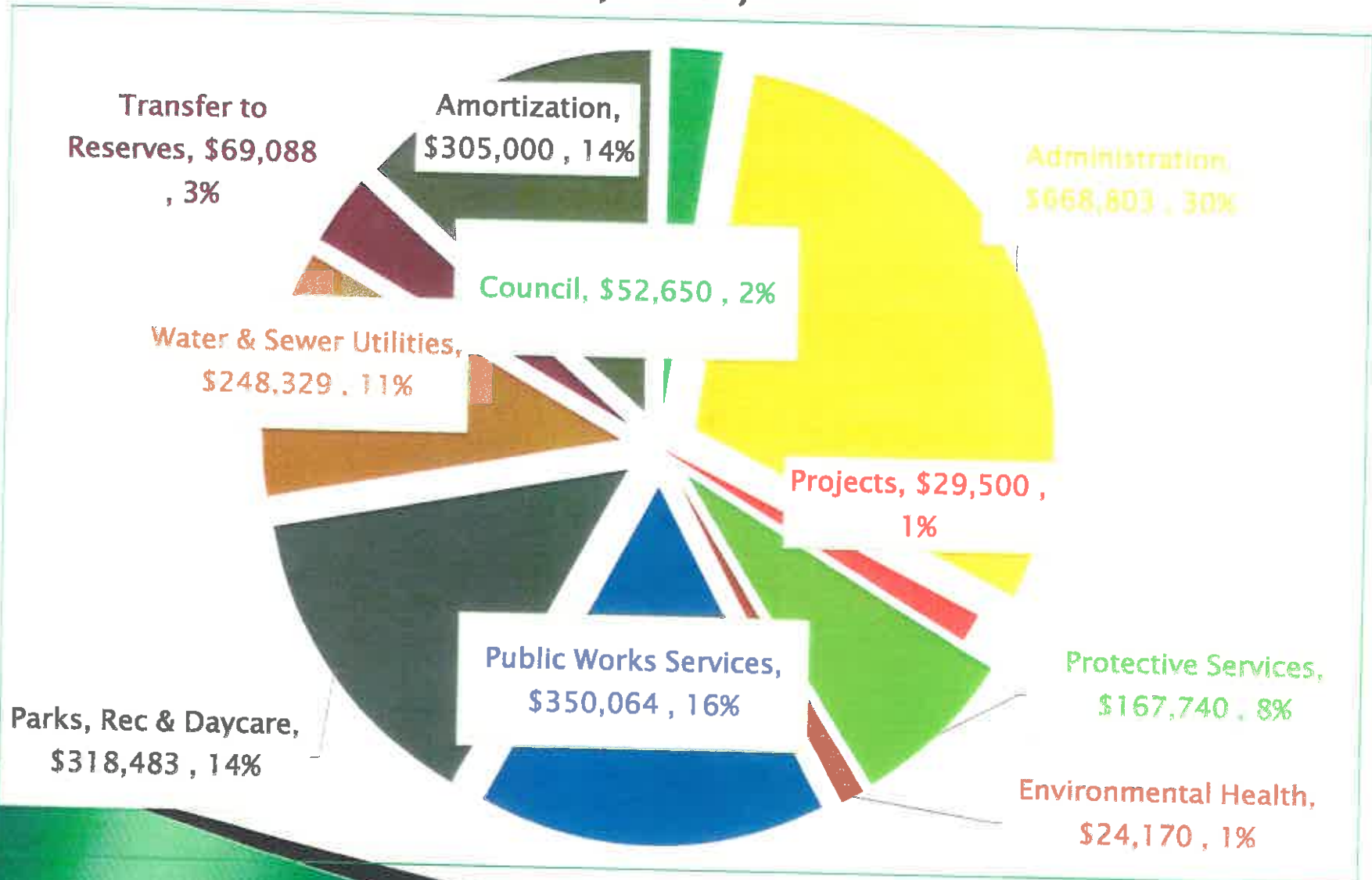
Property Tax Revenue



Major Change in Operating Revenues

- ▶ **Property taxes – \$52.4k or 7%**
- ▶ Utilities and user fees – \$19k
 - Recreation, day care – \$8.6k
 - Building lease, permits – \$10.4k
 - Water – \$10k
 - Environmental Health – (\$10k)
- ▶ Grants and other government transfers – (\$289k)
 - One-time gas tax bonus – (\$69k)
 - Projects – (\$201k)
- ▶ Investment income – (\$4k)
- ▶ Proceeds on sale of land – (\$136k)
- ▶ Prior years' surplus – \$236k

2020 Proposed Operating Expenditures \$2,233,827



Major Change in Operating Expenditures by Department

- ▶ Council – (\$6.6k)
 - (\$4.9k) Travel

- ▶ Administration – (\$84k)
 - (\$43k) New Admin Coordinator & Co-op student
 - (\$19k) Increase in employer CPP, health, pension rates
 - (\$13.5k) IT support, maintenance, licensing, data-base management
 - (\$5.0k) higher insurance costs due to wharf deficiencies



Major Change in Operating Expenditures by Department

- ▶ **Projects – \$309.8k**
 - \$32k – Wellhead Protection Plan
 - \$50k – Official Community Plan (offset by grant)
 - \$126.5k – Sea Level Rise Assessment (offset by grant)
 - \$24k – Age-Friendly Planning (offset by grant)
 - \$77k – Watershed Assessment

- ▶ **Protective Services – (\$40.1k)**
 - (\$5.0k) – Annualize contract renewal for Fire Chief
 - (\$7.6k) – Volunteer training, duty officer
 - (\$2.5k) – Live fire training site license
 - (\$6.0k) – Protective clothing
 - (\$13.0k) – Additional day per month for Bylaw Officer



Major Change in Operating Expenditures by Department

- ▶ **Recreation – \$4.6k**
 - \$10.3k – Part-time life guards
 - **(\$8.8k) – Propane**

- ▶ **Water Services – (\$9.5k)**
 - (\$9.3k) – Increase in time spent on water issues

- ▶ **Sewer Services – (\$17.7k)**
 - (\$8.2k) – Increase in time spent on sewer issues
 - (\$10.3k) – Repairs and maintenance



Major Change in Operating Expenditures by Department

- ▶ Transfer to reserve funds – \$19.7k
 - Remove prior year budget for Community Trail
- ▶ Amortization – (\$53k)
 - Increase to reflect use of new road, watermain and sewer assets



2020-2024 Capital Plan

Capital Funding	2020	2021	2022	2023	2024
Capital grants	\$ 648,000	\$ 2,000,000	\$ 2,847,569	\$ 750,000	\$ -
Capital Works Reserve	332,340	902,687	938,041	243,402	-
Economic Reserve Fund	-	-	-	-	-
General Reserve Fund	120,000	3,500	28,675	3,859	-
Recreation Centre Reserve Fund	25,000	-	400,000	-	-
Fire Hall Reserve	10,000	70,000	-	773,080	15,000
	\$ 1,135,340	\$ 2,976,187	\$ 4,214,285	\$ 1,770,341	\$ 15,000
Capital Expenditures					
Buildings	\$ 515,000	\$ 1,500,000	\$ 3,167,569	\$ 773,080	\$ -
Drinking Water	85,000	100,000	-	100,000	-
Equipment	150,000	105,000	-	-	15,000
Information Technology	-	3,500	28,675	3,859	-
Land Improvements	268,000	-	-	-	-
Sanitary Sewer	117,340	1,267,687	1,018,041	893,402	-
	\$ 1,135,340	\$ 2,976,187	\$ 4,214,285	\$ 1,770,341	\$ 15,000
Net Capital Plan	\$ -	\$ -	\$ -	\$ -	\$ -

2020-2024 Capital Plan Details

Category	Funding Source	Project	Description	2020	2021	2022	2023	2024	Total
Drinking Water	Capital Works Reserve	Watermain replacement (linked to the sewer main replacement project)	N. Maquinna between Harbour View and Strange Road and between Quadra and Rodgers	-	100,000	-	100,000	-	200,000
Drinking Water	Capital Works Reserve	Monitoring Wells	2 monitoring wells from anticipated wellhead protection plan recommendations	85,000	-	-	-	-	85,000
Sanitary Sewer	Capital Grants	Sanitary Sewer System upgrades	Upgrades are subject to 73% grant funding (27% contribution from VOT); grant application deadline February 2020	-	500,000	1,000,000	750,000	-	2,250,000
Sanitary Sewer	Capital Works Reserve	Sanitary Sewer System upgrades	27% contribution towards upgrades following grant approval	-	600,000	-	-	-	600,000
Sanitary Sewer	Capital Works Reserve	Sewer main replacement (linked to the Watermain replacement project)	N. Maquinna between Harbour View and Strange Road and between Quadra and Rodgers	-	150,000	-	125,000	-	275,000
Sanitary Sewer	Capital Works Reserve	Sewer main replacement	Tootouch	100,000	-	-	-	-	100,000
Sanitary Sewer	Capital Works Reserve	Lift Station Pump Replacement Plan	Pumps currently exceed expected 10 year life; plan to replace 2 per year \$8,000 plus \$500 install each; applied 2% after 2019	17,340	17,687	18,041	18,402	-	71,470
Land Improvements	Capital Grants	Flood Mitigation Preliminary Design	Raise flood wall in response to flood risk assessment. Grant application in progress.	148,000	-	-	-	-	148,000
Land Improvements	General Reserve Fund	Tahsis Library Site Reclamation	Prepare site for modular-type library building	120,000	-	-	-	-	120,000

2020-2024 Capital Plan Detail

Category	Funding Source	Project	Description	2020	2021	2022	2023	2024	Total
Buildings	Capital Grants	Tahsis Recreation Centre - Complex Renewal	Renewal is subject to 100% grant funding (est. \$3.7m cost)	400,000	1,500,000	1,847,569	-	-	3,747,569
Buildings	Recreation Centre Reserve Fund	Tahsis Recreation Centre - Address Safety Issues and Renewal Cost Overruns	Safety issues (\$25k) will be addressed in 2019; Complex renewal potential cost overruns, if any, (up to \$400k)	25,000	-	400,000	-	-	425,000
Buildings	Capital Works Reserve	Replace heat pumps	Replace heat pumps in Village office that are no longer operational	20,000	-	-	-	-	20,000
Buildings	Capital Works Reserve	Village Office Foyer	Address serious deficiencies; need to demolish and rebuild	50,000	-	-	-	-	50,000
Buildings	Capital Works Reserve	Airline Finger and Dock	Address surface deficiencies	20,000	-	-	-	-	20,000
Buildings	Capital Works Reserve	Repairs to Municipal Dock	Fire damage repair / replacement; need to demo bldg to replace damaged beams underneath	-	-	920,000	-	-	920,000
Buildings	Fire Hall Reserve	Fire Hall Project	Relocate Fire Hall to Captain Meares School	-	-	-	773,080	-	773,080
Equipment	Capital Works Reserve	Replace Quad	With sweeper, blade	-	35,000	-	-	-	35,000
Equipment	Capital Works Reserve	Replace Pickup	Public Works	40,000	-	-	-	-	40,000
Equipment	Capital Grants	Tsunami Siren	Upgrade / additional siren	100,000	-	-	-	-	100,000
Equipment	Fire Hall Reserve	Fire Engine	Purchase used fire engine (between 2002-2006) as Engine 1 can remain in service as a 2nd line pumper up to 30 years old.	-	70,000	-	-	-	70,000
Equipment	Fire Hall Reserve	Fire rescue equipment	Cargo trailer, extraction combo cutter and spreader tools	10,000	-	-	-	15,000	25,000
Information	General Reserve Fund	Desktop Replacement/Addition Plan	Applied 5% each year after 2021	-	3,500	3,675	3,859	-	11,034
Information	General Reserve Fund	Server Replacement/Upgrade Plan	Placeholder	-	-	25,000	-	-	25,000
				1,135,340	2,976,187	4,214,285	1,770,341	15,000	10,111,153

Questions?

Village of Tahsis
Building Permits and Cost for Building Bylaw Officer
For the Years 2017 - 2019

GL Acct	10-1-050-1310	10-2-122-2235
	<u>Building Permit</u>	<u>Building Bylaw</u>
	<u>Revenue</u>	<u>Officer Costs</u>
2017	725	1,045
2018	3,750	4,855
2019	4,550	5,061

General revenue sources

192 Municipalities have the following revenue sources:

- (a) fees under Division 2 [*Fees*];
- (b) taxes under Division 3 [*Property Value Taxes*];
- (c) taxes under Division 4 [*Parcel Taxes*];
- (d) taxes under Division 5 [*Local Service Taxes*];
- (e) taxes under section 644 [*taxation of utility company property*] of the *Local Government Act*;
- (f) fines and other penalties referred to in section 261 [*payment of fines and other penalties to municipality*];
- (g) revenues raised by other means authorized under this or another Act;
- (h) revenues received by way of agreement, enterprise, gift, grant or otherwise.