



## Minutes

Village of Tahsis

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<b>Meeting</b>	<b>Committee of the Whole</b>
<b>Date</b>	<b>09 November, 2021</b>
<b>Time</b>	<b>1:00 p.m.</b>
<b>Place</b>	<b>Municipal Hall - Council Chambers and by electronic means</b>

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<b>Present</b>	Mayor Martin Davis Councillor Bill Elder Councillor Sarah Fowler Councillor Lynda Llewellyn Councillor Cheryl Northcott	by video
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<b>Staff</b>	Mark Tatchell, Chief Administrative Officer Ian Poole, Director of Finance Amanda Knibbs, IT Coordinator Greg Feser, Director of Operations	by video by video by video
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<b>Public</b>	1 member of the public
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### Call to Order

Mayor Davis called the meeting to order at 1:00 p.m.

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

### Introduction of Late Items

None

### Approval of the Agenda

**Fowler: COW 0085/2021**

**THAT** the Agenda for the November 9, 2021 Committee of the Whole Budget meeting be adopted as presented.

**CARRIED**

### **M. New Business**

- 1 Budget Presentation #1 - 2022 Operations Budget Plan**

**Fowler: COW 0086/2021**

**THAT** this 2022 budget presentation be received.

**CARRIED**

The Director of Finance briefed Council on operating expenditures, FTE's, salaries, benefits and utility expenses and revenue for the Fiscal Year 2020 and 2021 (10 Month) period. The draft high level 2022 operating budget was presented, with the caveat, that that Council will need to consider wage proposals and utility rates at future meetings.

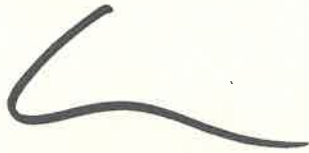
**Adjournment**

**Fowler : COW 0087/2021**

**THAT** the meeting adjourn at 2:39 p.m.

**CARRIED**

Certified correct this  
16th day of November, 2021



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Corporate Officer



## **AGENDA**

**Committee of the Whole**  
**to be held on November 9, 2021 at 1:00 p.m.**  
**977 South Maquinna Drive in Council Chambers and by electronic means**

### **Remote Access**

**To attend this meeting remotely by Zoom/ phone:**

Join the Zoom Meeting

<https://zoom.us/j/7473599558>

Dial by your location

+1 647 374 4685 Canada

Meeting ID: 747 359 9558

Find your local number: <https://zoom.us/j/7473599558>

### **Call to Order**

### **Introduction of Late Items**

None.

### **Approval of the Agenda**

**New Business     M 1 Budget Presentation #1 - 2022 Operations Budget Plan**

### **Adjournment**



# Budget Presentation #1

## 2022 Operations Budget Plan Village of Tahsis

November 3, 2021

# Overview of Funds

- ▶ General Fund Operations
  - Administration, Fire Department, Public Works (Roads, Parks, Solid Waste), Recreation
- ▶ Water Utility Operations
- ▶ Sewer Utility Operations
- ▶ Capital Fund (General, Water and Sewer)

# Topics covered today

- ▶ Wages and Benefits – Corporately
- ▶ Water Utility Fund Operations
- ▶ Sewer Utility Fund Operations

# Major Council Policies

## (implications on budget)

M1

- ▶ 2022 Strategic Priorities
  - TBD Session scheduled for November 10, 2021

# Budget Considerations and Assumptions

- ▶ Ensure adequate funding for existing services and infrastructure – level of service delivery
- ▶ Considered a status quo budget from an operations perspective with some reductions in Recreation programming
- ▶ No decision at this stage on wage rate changes for 2022
- ▶ No decision at this stage on utility rates for 2022.



# Salaries and Wages – Corporate <sup>M1</sup>

- FTE = Full Time Equivalent (base hrs of either 2,080 PW or 1,975 Admin.)

FTE Count		2022	2021	2020
Admin		4.4	4.6	5.0
Engineer /Approval		0.3	0.2	0.4
Fire		0.5	0.5	0.5
PW		6.1	5.9	4.6
Rec		2.6	3.2	3.8
Daycare		0.8	0.7	1.0
Total		14.7	15.1	15.3

# Wages by Department vs 2021

<u>Wages by Department</u>		2022		2021	Change \$	Change %
		\$		\$		
Council		30,700		30,700	(0)	0.0%
Administration		329,142		338,107	(8,965)	-2.7%
Engineer PT/ Approve / Projects		62,675		31,625	31,050	98.2%
Fire / ESS / Volunteers		60,375		72,375	(12,000)	-16.6%
Public Works		263,844		253,565	10,279	4.1%
Recreation		106,920		131,725	(24,805)	-18.8%
Daycare		25,953		22,633	3,320	14.7%
Info Centre (grant funded)		12,160		12,160	0	0.0%
Total		891,769		892,892	-1,123	-0.1%

# Benefits by Department vs 2021<sup>M1</sup>

<u>Benefits by Department</u>		2022		2021	Change \$	Change %
		\$		\$		
Council		1,205		1,205	0	0.0%
Administration		79,123		68,456	10,667	15.6%
Engineer PT/ Approve / Projects		8,418		3,815	4,603	120.7%
Fire / ESS / Volunteers		6,422		7,060	(638)	-9.0%
Public Works		84,327		77,797	6,530	8.4%
Recreation		27,061		36,818	(9,757)	-26.5%
Daycare		8,609		7,460	1,149	15.4%
Info Centre (grant funded)		1,520		1,430	90	6.3%
Employer Health Tax		11,442		11,492	(50)	-0.4%
Total		228,127		215,535	12,592	5.8%

# Water Utility Operations

M1

	2022	2021	
	Budget	Actual (10 months)	Budget
Revenue			
Water User Fees	<u>180,000</u>	<u>179,929</u>	<u>168,350</u>
Total Revenue	<u>180,000</u>	<u>179,929</u>	<u>168,350</u>
Expenditures			
Admin Support	31,250	31,250	31,350
Asset Replacement	32,000	32,000	32,000
Vehicle Costs	2,000	2,000	2,000
Salaries	72,077	49,955	40,000
Payroll Benefits	22,522	8,783	10,238
Insurance	13,300	10,556	10,125
Dues & Permits	1,500	1,056	0
Courses & Seminars	1,000	0	1,000
Travel	500	268	250
Supplies & Freight	500	279	0
Contract Services	1,000	981	1,000
Utilities	22,000	17,635	22,000
Alarm Monitoring	2,000	1,255	1,500
Chlorine	5,000	3,646	5,000
Supplies - Other	6,000	4,306	5,000
Repair & Maintenance	<u>12,000</u>	<u>16,500</u>	<u>7,500</u>
Total Expenditures	<u>224,649</u>	<u>180,470</u>	<u>168,963</u>
Operating Surplus / (Deficit)	<u>-44,649</u>	<u>-541</u>	<u>-613</u>
# of users	490	490	490
Current User Fee	?	\$346	\$346
Potential \$ increase to balance utility	\$91		

# Sewer Utility Operations

M1

	2022	2021	
	Budget	Actual (10 months)	Budget
Revenue			
Sewer User Fees	<u>197,000</u>	<u>196,820</u>	<u>187,000</u>
Total Revenue	<u>197,000</u>	<u>196,820</u>	<u>187,000</u>
Expenditures			
Admin Support	35,000	35,000	35,000
Asset Replacement	36,000	36,000	36,000
Vehicle Costs	1,000	1,000	1,000
Salaries	15,035	11,616	20,000
Payroll Benefits	5,027	2,124	5,119
Insurance	19,500	16,817	17,560
Dues & Permits	1,000	1,627	500
Courses & Seminars		400	0
Freight	500		500
Contract Services	7,200	5,672	12,000
Utilities	40,000	34,918	37,000
Alarm Monitoring	2,000	2,228	2,500
WW Treatment	2,600	2,175	2,500
Supplies - Other	500	94	2,500
Repair & Maintenance	<u>20,000</u>	<u>25,065</u>	<u>15,000</u>
Total Expenditures	<u>185,362</u>	<u>174,736</u>	<u>187,179</u>
Operating Surplus / (Deficit)	<u>11,638</u>	<u>22,084</u>	<u>-179</u>
# of users	490	490	490
Current User Fee	?	\$392	\$392

# Questions?