



Minutes

Village of Tahsis

Meeting	Committee of the Whole
Date	December 7, 2021
Time	1:00 p.m.
Place	Municipal Hall - Council Chambers and by electronic means

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

Staff Mark Tatchell, Chief Administrative Officer
Ian Poole, Director of Finance
Janet StDenis, Finance and Corporate Services Manager by video

Public 1 member of the public. by phone

Call to Order
Mayor Davis called the meeting to order at 1:07 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 0105/2021
THAT the Agenda for the December 7, 2021 Committee of the Whole Budget meeting be adopted as presented. **CARRIED**

H. Business Arising **1** **Budget Presentation #3**

Fowler: COW 0106/2021
THAT this 2022 budget presentation be received. **CARRIED**

The Director of Finance presented the impact of a 1, 2 and 4% wage increase on the total dollar value of wages and benefits and the increased % in total wages and benefits. General staff to receive a 1% wage increase.

Council remuneration options including a benefit package to be presented at the next budget meeting.

The solid waste fees have not been raised since 2017. A new rate was proposed to cover higher costs such as fuel.

A discussion on the sewer and water rates followed. Council to be provided with water volume consumption and pump time hours for 2021.

The first draft of the 2022-2026 Capital plan was reviewed on a line by line basis. The Capital Plan will be refined for the next budget meeting in February (date TBD) as more information becomes available.


Adjournment

Elder: COW 0107/2021

THAT the meeting adjourn at 3:14 p.m.

CARRIED

Certified correct this
11th day of January 2022



Corporate Officer



Budget Presentation #3

2022 Operations Budget Plan Village of Tahsis

December 7, 2021

Topics covered today

- ▶ Discussion on Wage and Salary Adjustments
- ▶ Utility Rate Setting for 2022
 - (Solid Waste and Water Rates)
- ▶ Review Draft#1 – 5 Year Capital Plan

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)

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 property tax rate – awaiting BCAA property values for 2022.

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 inspection

Wage and Salary Inflator Worksheet

inflator

0%

Department	Line #	Total Wages
Administration		332,557
Engineering / Projects		62,675
Council		30,099
Fire Department		59,625
Public Works		263,844
Recreation		119,080
Daycare		25,953
Total Wages after Increase	1	893,833
Total Wages before Increase	2	893,833
Increase in \$	3	0
Increase in %	4	0.00%
Add CAO \$ Increase	5	3,414
Total increase in %	6	0.38%
Additional Benefits	7	0
Total impact wages and benefits \$	8	3,414
Total impact wages and benefits %	10	0.38%

Solid Waste Fee for 2022

Curbside collection fee - per home \$92.53

rate last changed in 2017 - previous rate \$80.47

Proposed new rate - per home \$95.00

\$ Increase \$2.47

% increase 2.67%

Water Operations Statement		
Account	Description	\$
30-1-030-1350	Water-User Rates	-179,929.87
30-1-030-1935	Other Sources	-900.00
	Revenue	-180,829.87
30-2-200-2025	Water admin - Admin support	31,350.00
30-2-200-2315	Water - Asset Replacement	32,000.00
30-2-200-2320	Water - Vehicle Ops	2,000.00
30-2-210-2242	Insurance-Water	10,556.94
30-2-212-2080	Water-Payroll Benefits	9,515.04
30-2-212-2105	Dues and permits	1,056.18
30-2-212-2110	Water-Salaries	54,254.75
30-2-212-2111	Courses & Seminars	0.00
30-2-212-2112	Travel	268.98
30-2-212-2205	Water Supplies Freight	273.14
30-2-212-2235	Contract Services	981.90
30-2-212-2245	Water-Utilities	18,795.72
30-2-212-2250	Water-Alarm Monitoring	1,255.63
30-2-212-2260	Water-Chlorine	3,854.31
30-2-212-2270	Water-Supplies	6,153.87
30-2-212-2300	Water-Repairs & Maintenance	16,500.46
	Expenses	188,816.92
	Net deficit - Nov. 30th	7,987.05
	Payroll per pp	2,657.07
	Add'l pp - 2.5	6,642.69
	Adjusted expenses to Dec. 31	195,459.61
	Forecast net deficit - Dec. 31	14,629.74
	Number of customers	516
	Rate required to breakeven	\$378.80
	Suggested water rate - 2022	\$375.00
	\$ Increase over 2021 (\$346.00)	\$29.00
	% Increase over 2021	8.38%

Sewer Operations Report - Nov. 30th		
Account	Description	Period Actual
20-1-035-1350	Sewer - User Rates	-196,819.37
	Revenue	<u>-196,819.37</u>
20-2-200-2025	Sewer Admin - Admin support	35,000.00
20-2-200-2235	Consulting Services	272.90
20-2-200-2242	Insurance - Sewer	16,817.03
20-2-200-2315	Sewer - Asset Replacement	36,000.00
20-2-200-2320	Sewer- Vehicle Ops	1,000.00
20-2-202-2010	Sewer - Salaries	12,510.66
20-2-202-2080	Sewer - Payroll Benefits	2,272.31
20-2-202-2105	Permits	2,027.65
20-2-202-2230	Contract Services	6,746.00
20-2-202-2241	Sewer - Repairs & Maintenance	25,065.98
20-2-202-2245	Sewer - Utilities	36,825.97
20-2-202-2250	Sewer - Alarm Monitoring	2,227.95
20-2-202-2260	Sewer - Waste Water Testing & Treatment	2,174.02
20-2-202-2270	Sewer - Supplies	94.94
20-2-212-2205	Sewer Supplies- Freight	389.14
	Expenses	<u>179,424.55</u>
	Net Operating Surplus - Nov. 30th	17,394.82
	Payroll cost per pay period	615.96
	Addit'l pay periods to y/e - 2.5	1,539.89
	Adjusted expenses to Dec. 31st	<u>185,964.44</u>
	Forecasted Net Operating Surplus - Dec. 31st	<u>10,854.93</u>
	Current rate of \$392 considered sufficient	

Village of Tahsis										
2022 - 2026 Capital Plan										
Revised December 1, 2021										
Category	Funding Source	Project	Description	2021	2022	2023	2024	2025	2026	Total

Funding Sources:										
Capital Grants			721,400	1,278,320	2,298,160	1,049,387	0	0	0	5,347,267
Fire Hall Reserve			0	0	40,000	200,000	0	0	0	240,000
Capital Reserves			0	220,000	1,905,000	1,950,000	20,000	0	0	4,095,000
Recreation Reserves			0	0	50,000	50,000	0	0	0	100,000
Operations Reserve			0	99,000	50,000	0	0	0	0	149,000
Long-term borrowing			0	20,000	800,000	200,000	0	0	0	1,020,000
Total			721,400	1,617,320	5,143,160	3,449,387	20,000	0	0	10,951,267

Questions?