



Minutes

Village of Tahsis

Meeting	Committee of the Whole
Date	December 5, 2022
Time	1:00 p.m.
Place	Municipal Hall - Council Chambers and by electronic means

Present Mayor Martin Davis
Councillor Meggan Joseph
Councillor Sarah Fowler
Councillor Cheryl Northcott
Councillor Doug Elliott

Staff Mark Tatchell, Chief Administrative Officer
Adia Mavrikos, CPA,CA, Director of Finance
Janet StDenis, Finance and Corporate Services Manager

by video
by video

Public 1 member of the public

joined 2:40 p.m.
(by video)

Call to Order
Mayor Davis called the meeting to order at 1:10 p.m.

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

Introduction of Late Items
None

Approval of the Agenda
Fowler: COW 080/2022
THAT the Agenda for the December 5, 2022 Committee of the Whole meeting be adopted as presented.

CARRIED

H. Business Arising 1 **2023-2027 Financial Plan/ Budget Meeting #3**

Fowler: COW 081/2022
THAT this presentation be received.

CARRIED

The Director of Finance presented an overview of the proposed changes to Council's wages, benefits and travel budget.

The 2023 solid waste, sewer and water revenues and expenditures were presented along with the projected surplus or deficit.

A discussion on options to balance the water utility operating budget followed.

The Director of Finance presented the first draft of the 2023-2027 Proposed Capital Plan and the sources of funding.

There was a discussion around options for Village owned properties.

Fowler: COW 082/2022

THAT Council apply for the (Rural Economic Diversification and Infrastructure (REDIP) Grant Opportunity that is due January 4th, 2023 to seek funding to improve the Tahsis Museum.

CARRIED

**1 "no vote"
Registered to
Councillor
Elliott**

Adjournment

Elliott: COW 083/2022

THAT the meeting adjourn at 2:50 p.m.

CARRIED

Certified correct this
3rd Day of January, 2023



Corporate Officer



Budget Presentation #3

2023 Operations Budget Plan Village of Tahsis

December 5, 2022

Topics covered today

- ▶ Utility Rate Discussion for 2023
 - (Solid Waste, Sewer & Water Rates)
- ▶ Changes to Council remuneration and benefits have been included for discussion.
- ▶ 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 changes to Recreation
- ▶ **No decision at this stage on property tax rate** – awaiting BCAA property values for 2023.

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

	2022 Actuals - unaudited			Final 2023 Budget			
	Approved Budget	Actual 11	Budget	2023 Final Budget	Change in	% Change	
		month- Unaudited	Variance Fav (Unfav)		Budget Fav (Unfav)		
Operating Revenues							
Taxation	Property taxes	823,034	816,311	(6,723)	818,554	(4,480)	-1%
	Grants in lieu of taxes	47,100	82,086	34,986	80,000	32,900	70%
Fees	User fees and charges	121,530	143,621	22,091	148,339	26,809	22%
	Water	193,500	195,496	1,996	193,500	-	0%
	Sewer	197,000	197,580	580	197,000	-	0%
	Environmental Health	155,500	136,287	(19,213)	155,500	-	0%
	Protective Services	4,000	2,206	(1,794)	4,000	-	0%
Other	Interest and penalties on taxes	27,000	22,802	(4,198)	21,250	(5,750)	0%
	Grants and other governments	607,360	948,436	341,076	477,095	(130,265)	-21%
	Investment income	7,000	(12,302)	(19,302)	7,000	-	0%
	Other	-	4,306	4,306	-	-	
	Transfer from reserves	3,500	-	(3,500)	-	(3,500)	-100%
Total Operating Revenue		2,186,524	2,536,829	350,305	2,102,238	(84,286)	-4%
Operating Expenditures							
	General Government - Council	38,640	42,424	(3,784)	66,911	(28,271)	-73%
	General Government - Admin	777,343	661,884	115,458	762,172	15,171	2%
	Protective Services	145,555	120,935	24,620	178,588	(33,033)	-23%
	Environmental Health	106,065	51,931	54,135	117,696	(11,631)	-11%
	Public Works Services	280,524	252,600	27,924	315,858	(35,333)	-13%
	Recreation, Cultural & Dev.	264,599	242,692	21,907	288,160	(23,560)	-9%
	Projects	215,500	381,553	(166,053)	101,000	114,500	53%
	Water Services	214,204	187,275	26,929	219,732	(5,528)	-3%
	Sewer Services	186,005	146,215	39,790	187,972	(1,967)	-1%
	Transfer to reserve funds	-	-	-	-	-	
	Amortization	-	-	-	-	-	
Total Operating Expenditures		2,228,436	2,087,509	140,927	2,238,088	(9,652)	0%
Net Operating Deficit		(41,912)	449,320	491,232	(135,850)	(93,938)	

Overview of General Government– Council

	2022 Budget	2023 Budget	Variance Fav/ (Unfav)	Comments
General Government - Council				
Wages	31,000	35,097	(4,097)	\$1,000 Increase*
Benefits	1,455	18,729	(17,274)	Extended Health and dental
Travel and Other	6,185	13,085	(6,900)	Increased Conference &
	38,640	66,911	(28,271)	Travel, printing costs allocation

Solid Waste Fee for 2023

Curbside collection fee - per home \$95.00

Rate last changed in 2022 \$92.53 and the previous change was 2017 - previous rate \$80.47

Proposed new rate - per home None

	2022 Budget	2023 Budget	Variance	
			Fav/ (Unfav)	
Environmental Health				
Solid Waste -Recovery	113,000	113,000	-	
Solid Waste User Fees	42,500	42,500	-	
	155,500	155,500	-	
			-	
Garbage pickup	11,161	23,322	(12,161)	Wages & Benefits have increased
Landfill operations	74,295	71,383	2,912	Recovered from SRD
Composting	1,905	2,189	(284)	
Recycling	18,705	20,802	(2,097)	
	106,065	117,696	(11,631)	

Sewer Utility Operating Budget 2023

	2023	2022		2022	
	Budget	Actual (11 months)	Budget	Projection	Budget
Revenue					
Sewer User Fees	197,000	197,580	197,000	197,580	197,000
Total Revenue	197,000	197,580	197,000	197,580	197,000
Expenditures					
Admin Support	35,000	35,000	35,000	35,000	35,000
Asset Replacement	36,000	36,000	36,000	36,000	36,000
Vehicle Costs	1,000	1,000	1,000	1,000	1,000
Salaries	19,130	14,396	15,485	15,705	15,485
Payroll Benefits	6,313	2,582	5,220	2,817	5,220
Insurance	19,500		19,500	19,500	19,500
Dues & Permits	1,000	400	1,000	400	1,000
Courses & Seminars		0			
Freight	500	514	500	600	500
Contract Services	7,500	6,162	7,200	6,162	7,200
Utilities	40,000	34,942	40,000	38,118	40,000
Alarm Monitoring	2,500	2,348	2,000	2,348	2,000
WW Treatment	4,000	2,996	2,600	2,996	2,600
Supplies - Other	500	580	500	580	500
Repair & Maintenance	15,000	9,296	20,000	9,296	20,000
Total Expenditures	187,943	146,215	186,061	170,521	186,061
Operating Surplus / (Deficit)	9,057	51,365	10,939	27,059	10,939
# of users	490				
Current User Fee	\$392				
Current User rate sufficient					

Village of Tahsis
Water Utility Operating Budget 2023 Presentation

	2023	2022		2022	
	Budget	Actual (11 months)	Budget	Projection	Budget
Revenue					
Water User Fees	194,000	194,696	193,500	194,696	193,500
Other		800		800	
Total Revenue	194,000	195,496	193,500	195,496	193,500
Expenditures					
Admin Support	31,250	\$ 31,350	31,350	\$ 31,350	31,350
Asset Replacement	32,000	\$ 32,000	32,000	\$ 32,000	32,000
Vehicle Costs	2,000	\$ 2,000	2,000	\$ 2,000	2,000
Salaries	47,115	\$ 39,917	61,595	\$ 43,000	61,595
Payroll Benefits	15,267	\$ 7,537	19,660	\$ 8,600	19,660
Insurance	13,300		13,300	\$ 13,300	13,300
Dues & Permits	1,500	\$ 1,495	1,500	\$ 1,495	1,500
Courses & Seminars	1,000	\$ 563	1,000	\$ 600	1,000
Travel	1,000	\$ -	500	\$ -	500
Supplies & Freight	3,000	\$ 3,101	500	\$ 3,500	500
Contract Services	17,000	\$ 17,801	1,000	\$ 17,801	1,000
Utilities	25,000	\$ 23,783	25,000	\$ 26,000	25,000
Alarm Monitoring	1,200	\$ 1,199	1,300	\$ 1,199	1,300
Chlorine	8,000	\$ 6,539	5,000	\$ 7,500	5,000
Supplies - Other	1,000	\$ 1,153	6,000	\$ 1,200	6,000
Repair & Maintenance	20,000	\$ 18,838	12,500	\$ 18,838	12,500
Total Expenditures	219,632	187,275	214,204	208,383	214,204
Operating Surplus / (Deficit)	-25,632	8,221	-20,704	-12,887	-20,704
# of users customers	516				
Current User Fee	\$375				
Previous rate	\$346				
Potential \$ increase to balance C/Y utility	\$25				

2023 Proposed Capital Projects

- ▶ Flood Protection & Improvement
- ▶ Firehall Relocation
- ▶ Waste Water Treatment Reconfiguration & Upgrade
- ▶ Community Pier & Dock Project
- ▶ Perry and Tahsis Bridge remediation
- ▶ Hangar Building Repairs
- ▶ Capital Revenue– Sale of Lots

2023–2027 Proposed Capital Plan

Funding Sources:			2023	2024	2025	2026	2027	Total
Capital Grants			1,695,376	3,234,012	6,301,809	2,328,246	0	13,559,442
Fire Hall Reserve			25,000	220,000	0	0	0	220,000
Capital Reserves			15,000	572,000	55,000	55,000	20,000	717,000
Recreation Reserves			0	150,000	0	0	0	150,000
Operations Reserve			100,000	370,000	170,000	0	0	640,000
Long-term Borrowing			26,670	536,120	1,173,430	176,764	0	1,912,984
Total			1,862,046	5,082,132	7,700,239	2,560,009	20,000	17,199,426

Questions?