



Minutes

Village of Tahsis

Meeting	Committee of the Whole
Date	November 14, 2022
Time	1:00 p.m.
Place	Municipal Hall - Council Chambers and by electronic means

Present

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

Staff

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

Public 1 member of the public

Call to Order

Mayor Davis called the meeting to order at 1:12 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 062/2022

THAT the Agenda for the November 14, 2022 Committee of the Whole meeting be adopted as presented.

CARRIED

M. New Business

1 2023-2027 Financial Plan/ Budget Meeting #1

Fowler: COW 063/2022

THAT this presentation be received.

CARRIED

The Director of Finance presented the draft high level 2023 operating budget for Council's consideration with the assumptions that the 2023 operating budget will be a "Status Quo" budget with no utility or wage rate changes for 2023 at this time.

Council was briefed on the draft 2023 operating budget expenditures, FTE's, salaries, benefits and utility expenses. Explanations for variances between the 2023 and 2022 operating budget line items were provided.

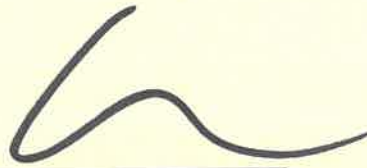
Adjournment

Elliott: COW 064/2022

THAT the meeting adjourn at 2:08 p.m.

CARRIED

Certified correct this
6th day of December, 2022



Corporate Officer



Budget Presentation #1

2023 Operations Budget Plan Village of Tahsis

November 9, 2022

- ▶ **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)

- ▶ 2023 Strategic Priorities

- TBD Session scheduled for November 21, 2022

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
- ▶ No decision at this stage on wage rate changes for 2023, most wages were adjusted in 2022.
- ▶ Utility rates for 2023 remain the same.

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

FTE Count	2023	2022	2021	2020
Admin	4.3	4.4	4.6	5.0
Engineer /Approval	0.3	0.3	0.2	0.4
Fire	0.6	0.5	0.5	0.5
PW	5.9	6.1	5.9	4.6
Rec	2.5	2.6	3.2	3.8
Daycare	0.8	0.8	0.7	1.0
2-Info Centre Workers (July 1- Aug 30)	0.4	0.4		
Total	14.9	15.1	15.1	15.3

Department	2023	Total Wages 2022 after adjustment	\$ Difference	% Change
Administration*	369,779	336,888	32,891	10%
Engineering / Projects	65,182	62,675	2,507	4%
Council	31,002	31,002	0	0%
Fire Department	63,346	60,522	2,824	5%
Public Works	297,648	271,759	25,889	10%
Recreation*	100,979	121,163	-20,184	-17%
Daycare**	33,157	26,732	6,425	24%
Info Centre (1 / 3 grant funded)	13,480	13,750	-270	-2%
Total Wages after Increase	974,573	924,491	50,082	

- *0.4 FTE was moved from Rec to Admin to reflect their workload in each department
- ** \$2/hours is paid by ECE wage enhancement

Department	2023	2022	\$ Difference	% Change
Administration	74,570	82,995	-8,425	-10%
Engineering / Projects	9,581	8,915	666	7%
Council	1,511	1,455	55	4%
Fire Department	7,685	6,703	982	15%
Public Works	99,151	87,884	11,267	13%
Recreation	22,339	28,406	-6,067	-21%
Daycare	6,657	8,990	-2,333	-26%
Info Centre	1,898	1,743	155	9%
Employer Health Tax	13,881	12,319	1,562	13%
Total Benefits	237,273	239,410		

	2023	2022	
	Budget	Actual (10 months)	Budget
Revenue			
Water User Fees	194,000	194,696	193,500
Other		800	
Total Revenue	<u>194,000</u>	<u>195,496</u>	<u>193,500</u>
Expenditures			
Admin Support	31,250	\$ 26,125	31,350
Asset Replacement	32,000	\$ 26,667	32,000
Vehicle Costs	2,000	\$ 1,667	2,000
Salaries	48,493	\$ 36,785	61,595
Payroll Benefits	16,003	\$ 6,897	19,660
Insurance	13,300		13,300
Dues & Permits	1,500	\$ 1,495	1,500
Courses & Seminars	1,000	\$ 454	1,000
Travel	1,000	\$ -	500
Supplies & Freight	3,000	\$ 2,855	500
Contract Services		\$ 793	1,000
Utilities	25,000	\$ 22,574	25,000
Alarm Monitoring	1,200	\$ 1,199	1,300
Chlorine	8,000	\$ 5,890	5,000
Supplies - Other	1,000	\$ 513	6,000
Repair & Maintenance	20,000	\$ 18,838	12,500
Total Expenditures	<u>204,745</u>	<u>152,752</u>	<u>214,204</u>
Operating Surplus / (Deficit)	<u>-10,745</u>	<u>42,744</u>	<u>-20,704</u>
# of users residential	490	490	490
Current User Fee	375	\$346	\$346

	2023	2022	
	Budget	Actual (10 months)	Budget
Revenue			
Sewer User Fees	<u>197,000</u>	<u>197,580</u>	<u>197,000</u>
Total Revenue	<u>197,000</u>	<u>197,580</u>	<u>197,000</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	17,033	13,374	15,485
Payroll Benefits	5,621	2,368	5,220
Insurance	19,500	0	19,500
Dues & Permits	1,000	400	1,000
Courses & Seminars		0	
Freight	500	461	500
Contract Services	7,500	5,562	7,200
Utilities	40,000	33,485	40,000
Alarm Monitoring	2,500	2,348	2,000
WW Treatment	4,000	2,996	2,600
Supplies - Other	500	287	500
Repair & Maintenance	<u>15,000</u>	<u>9,168</u>	<u>20,000</u>
Total Expenditures	<u>185,154</u>	<u>142,448</u>	<u>186,061</u>
Operating Surplus / (Deficit)	<u>11,846</u>	<u>55,132</u>	<u>10,939</u>
# of users	490	490	490
Current User Fee	392	\$392	\$392

Questions?