



**MINUTES OF THE BUDGET MEETING OF COUNCIL FOR THE CORPORATION OF THE VILLAGE OF BURNS LAKE HELD IN COUNCIL CHAMBERS ON Wednesday, December 11, 2019 AT 5:00 PM**

**PRESENT**

Mayor D. Funk  
Councillor D. Hill  
Councillor H. Wiebe  
Councillor K. White  
CAO S. Worthing  
Director of Finance S. Meeds  
Director of Public Works D. Ross  
Director of Protective Services R. Krause  
Director of Recreation L. Lewis  
Economic Development Officer L. Watson  
Deputy Corporate Officer – V. Anderson

**GUESTS**

None

**PUBLIC COMMENT**

None

**MEDIA**

None

**CALL TO ORDER**

Mayor Funk called the Regular Meeting of Council to order at 5:00 p.m.

**APPROVAL OF THE AGENDA**

It was moved and seconded by Council

**2019-12-11: 441**

**THAT the agenda for December 11, 2019, Budget Meeting is approved as presented.**

**CARRIED**

**PUBLIC COMMENT**

None

**PUBLIC AND STATUTORY HEARINGS AND READINGS OR ADOPTIONS**

None

**DELEGATIONS**

None

**ADOPTION OF MINUTES**

None

**MAYOR, COUNCILLOR AND CAO REPORTS** None

**REPORTS**

Recommended 5 Year Financial Plan Bylaw 1013, Schedule A - *Director of Finance, S. Meeds*

For information and review:

- Director Meeds reviewed and summarized the 5-year plan and the agenda for the meeting.

Resources – *Director of Finance, S. Meeds*

- Director Meeds explained how the total property tax budget is determined.
- Fees and charges make up 28% of the budget revenue.
- Reserves and surplus at the end of 2020 will be 7.2 million.
- Discussion of Northern Capital grant spending; the asset management plan will assist in making a good plan for the use of the fund.
- The ComFor Reserve line is estimated at 2.4M for the end of 2019.
- The Climate Action account was discussed.
- Water and sewer tax was discussed.
- Grants and transfers are 27% of the revenue budget.
- Borrowing is the other revenue resource we have access to, no additional borrowing planned for 2020.

**BUSINESS ARISING**

None

Public Works – General – *Director of Finance, S. Meeds*

- Public works that are not related to specific public works functions are included in this line.
- Discussion of the increase in the hydro budget of \$1,000.
- Projects in 2020 could include new structures to replace the space lost from the “top shop” sale.
- Structures lost from the sale of the industrial park site include the garbage truck garage, salt shed and parking garage.
- The Public Works Department would like to park the garbage truck in its own bay, due to the smell.
- At the lagoon site, a salt shed and a small shop will be constructed.

It was moved and seconded by Council

**2019-12-11: 442**

**THAT the Public Works - General budget is approved as presented.**

**CARRIED**

Public Works – Municipal Buildings – *Director of Finance, S. Meeds*

- The public is relatively satisfied with the state of the municipal buildings based on the survey data collected.
- The majority of the buildings that we collect rent from cover the expenses. The Heritage Centre is currently not covering expenses.
- The building inspection report recommended projects that should be completed; proposed projects will be completed in 2020.
- Council discussed the sealing of the parking lots.

It was moved and seconded by Council

2019-12-11: 443

**THAT the Public Works – Municipal Buildings budget is approved as presented.**

**CARRIED**

Public Works – Equipment – *Director of Finance, S. Meeds*

- Staff is seeking approval of the purchase of a new sweeper.
- Council discussed the condition of the current sweeper; staff would to keep the old sweeper in the fleet.
- A new sweeper will be more efficient and will reduce dust. It is a brush system not a vacuum system.
- 300-400 hours per year are put on the sweeper.

It was moved and seconded by Council

2019-12-11: 444

**THAT the Public Works – Equipment budget is approved as presented.**

**CARRIED**

Public Works – Streets and Roads – *Director of Finance, S. Meeds*

- The satisfaction survey shows the majority of people would like more money spent on the streets.
- 2019 underspent on crack sealing will be added to the 2020 crack sealing budget with the spring budget amendment.
- In 2020, there is an extra \$640,000 proposed for road resurfacing.
- Street cleaning budget will increase by \$4,000.
- The public is satisfied with snow removal on the street and sidewalks.
- Snow removal is budgeted based on the three-year average.
- Council discussed storm sewer maintenance.
- Street lighting was discussed.
- LED street lights will be installed in 2020.
- The metal poles are Village of Burns Lake's; all others are hydro.
- Sidewalks will be discussed at strategic planning.

- The pavement marking and signage study recommendations are included in the budget.

It was moved and seconded by Council

**2019-12-11: 445**

**THAT the Public Works – Streets and Roads budget is approved as amended for item (d) Street and Roads as follows;**

**AND THAT staff bring back a report to address item (d) regarding sidewalk installation options.**

**CARRIED**

Public Works – Downtown Core – Director of Finance, S. Meeds

- The downtown parking lot is partially renovated, the project will be completed in 2020.
- Council discussed the blocks at the back of the downtown parking lot.

It was moved and seconded by Council

**2019-12-11: 446**

**THAT the Public Works – Downtown Core budget is approved as presented.**

**CARRIED**

Public Works – Garbage – Director of Finance, S. Meeds

- Not anticipating a rate increase for 2020
- Garbage truck loan payments will stop in 2021

It was moved and seconded by Council

**2019-12-11: 447**

**THAT the Public Works - Garbage budget is approved as presented.**

**CARRIED**

Public Works – Water – Director of Finance, S. Meeds

- In 2020 and 2021, water user fee increases due to water delivery to the pipeline camp.
- Borrowing has been cut in half due to the financial partnership with local First Nations.
- The bulk water metering station was installed in 2019.

It was moved and seconded by Council

**2019-12-11: 448**

**THAT the Public Works – Water budget is approved as presented.**

**CARRIED**

Public Works – Sewer – Director of Finance, S. Meeds

- There will be extra revenue from processing the sewage from the pipeline camp for 2020 and 2021.
- Rebuilding the sewage lagoon is proposed in the next few years.
- More stringent rules are coming from the Ministry of Environment regarding the processing of sewage.

It was moved and seconded by Council

**2019-12-11: 449**

**THAT the Public Works – Sewer budget be approved as presented.**

**CARRIED**

Public Works – Cemeteries – Director of Finance, S. Meeds

- Cemetery interment equipment costs are not included.
- Equipment costs will be allocated to interments once the chart of accounts conversion is completed.

It was moved and seconded by Council

**2019-12-11: 450**

**THAT the Public Works – Cemeteries budget is approved as presented.**

**CARRIED**

Public Works – Parks – Director of Finance, S. Meeds

- In 2020 there are a number of proposed improvements to Spirit Square.
- It is proposed to install washrooms at Kinette Park.
- Resurfacing of the skate park is included in the 2020 budget.

It was moved and seconded by Council

**2019-12-11: 451**

**THAT the Public Works – Parks budget is approved as presented.**

**CARRIED**

Fire Protection – Director of Finance, S. Meeds

- RDBN taxes the rural area and the Village taxes its residents to provide revenue for the department.
- Revenue is also derived from service agreements and MVIs.
- Paving of the Firehall ramp will come from the ComFor Reserve.
- Debt servicing is for the new rescue truck.
- Fire protection agreement revenues go into Fire Capital Reserve
- The feasibility study is to look at whether the SD#91 bus garage could be converted into a new fire hall for the department.

- The lease is being discontinued in 2020 to Telus for rental space on their tower (\$4,000/yr), budgeting to put equipment on the LBN water tower, and the annual fee to Telus will be eliminated.
- The Fire Department's capital budget proposes the replacement of the top shop building that was lost in the Industrial Park sale. The shop will be located at the burn building site. The department's equipment will be stored in one location instead of several locations.

It was moved and seconded by Council

**2019-12-11: 452**

**THAT the Fire Protection budget is approved as presented.**

**CARRIED**

Economic Development – Director of Finance, S. Meeds

- Previously the Economic Development Department was funded by RDBN taxation of rural area and the village residents through a grant to the Village of Burns Lake
- The Village will now tax its residents directly for the services.
- \$47,200 from deferred revenue will be used for the brand implementation and tourism plan projects.
- Council discussed reserve balances.

It was moved and seconded by Council

**2019-12-11: 453**

**THAT the Economic Development budget is approved as presented.**

**CARRIED**

Arena –Director of Finance, S. Meeds

- RDBN taxes both the Rural Area B and a portion of E and Village of Burns Lake for revenue of \$200,000 for the arena.
- Replace the old Zambonis engine so there will be a spare Zamboni.
- Council discussed arena attendant job description.

It was moved and seconded by Council

**2019-12-11: 454**

**THAT the Arena budget is approved as presented.**

**CARRIED**

Curling Rink – Director of Finance, S. Meeds

- Curling rink stairs will be replaced.
- The dehumidifier will be moved to 2020 with the spring budget amendment due do to the length of time for the dehumidifier to be delivered.

It was moved and seconded by Council

**2019-12-11: 455**

**THAT the Curling Rink budget is approved as presented.**

**CARRIED**

Recreation Multiplex – Director of Finance, S. Meeds

- In 2020, there is \$20,000 for a building assessment of the entire facility on an engineering level; subject to 100% grant funding.
- Where the multiplex meets the old building, there is a design flaw.
- Previous work was a patch; an architect has offered a solution.
- Implementation of a new integrated software management system.
- Council discussed the table and chair replacement line item.
- As part of the rental agreement, the tables and chairs are the financial responsibility of the Village.

It was moved and seconded by Council

**2019-12-11: 456**

**THAT the Recreation Multiplex budget be approved as presented.**

**CARRIED**

Legislative Services – Director of Finance, S. Meeds

- Council remuneration and council's expenses are included.
- Attending FCM was discussed by council.

It was moved and seconded by Council

**2019-12-11: 457**

**THAT the Legislative Services budget is approved as presented.**

**CARRIED**

Administrative Services – Director of Finance, S. Meeds

- Software costs include Office 365 for Village computers.
- Asset Management plan implementation fees for 2020 will be added to the 2020 spring budget amendment.
- MSP premiums are being replaced by Employer Health tax.

It was moved and seconded by Council

**2019-12-11: 458**

**THAT the Administrative Services budget is approved as presented.**

**CARRIED**

Planning – Director of Finance, S. Meeds

- Bylaw updates will be carried over to 2020 with the spring 2020 budget amendment.
- Increase in planning workload, proposing to hire a contract planner.

It was moved and seconded by Council

**2019-12-11: 459**

**THAT the Planning budget is approved as presented.**

**CARRIED**

Visitor Information Centre – Director of Finance, S. Meeds

- In 2020, the village will tax our residents for the VIC services, previously this was done by the RDBN.

It was moved and seconded by Council

**2019-12-11: 460**

**THAT the Visitor Information Centre budget is approved as presented.**

**CARRIED**

Cultural - Other – Director of Finance, S. Meeds

- Grant-in-aid line item is for the LDSS Track Resurfacing project.

It was moved and seconded by Council

**2019-12-11-461**

**THAT the Cultural - Other budget is approved as presented.**

**CARRIED**

Victim Services – Director of Finance, S. Meeds

- Annual grants are received from the provincial government and the RDBN.

It was moved and seconded by Council

**2019-12-11: 462**

**THAT the Victim Services budget is approved as presented.**

**CARRIED**



Other Protective Services – Director of Finance, S. Meeds

- Anything that is not fire protection is included.

It was moved and seconded by Council

**2019-12-11: 463**

**THAT the Other Protective Services budget be approved as presented.**

**CARRIED**

Budget Process next steps – Director of Finance, S. Meeds, verbal

For information:

Bylaw 1013 will now go to a regular Council meeting for 3 readings and adoption. In April, there will be a budget amendment for the 2019 year-end carry-over projects, and tax rates will be set. These two bylaws must be adopted prior to May 15, 2020.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

It was moved and seconded by Council.

**2019-12-11: 464**

**THAT the meeting is adjourned at 8:25 p.m., on December 11, 2019.**

**CARRIED**

  
MAYOR

  
CORPORATE OFFICER

Certified to be a true copy of the minutes of the Regular Meeting of Council for the Corporation of the Village of Burns Lake held on Wednesday, December 11, 2019.