



MINUTES OF THE BUDGET MEETING OF COUNCIL FOR THE CORPORATION OF THE VILLAGE OF BURNS LAKE HELD IN COUNCIL CHAMBERS ON Tuesday, November 27, 2018 AT 6 PM

PRESENT

Mayor D. Funk
Councillor C. Rensby
Councillor K. White
Councillor D. Hill
Councillor H. Wiebe
CAO S. Worthing
Director of Finance S. Meeds
Director of Public Works D. Ross
EDO V. Anderson

GUESTS

None

PUBLIC

0 Members of the Public

MEDIA

None

CALL TO ORDER

Mayor D. Funk called the meeting to order at 6:25 p.m.

APPROVAL OF AGENDA

It was moved and seconded by Council

2018-11-27-443

THAT the Agenda for this meeting be approved.

CARRIED

PUBLIC AND STATUTORY HEARINGS; AND READINGS OR ADOPTIONS

PUBLIC COMMENT

None

REPORTS

Introduction – *Director of Finance, S. Meeds, verbal*

- Staff discussed the budget process for water and sewer.
- Staff discussed requiring direction from council on budget items that are tied to property taxes.

Lakeside Multiplex Budget Variance Report – 2018 Year to Date vs Prior Year Actuals and 2018-2022 Financial Plan - *Director of Finance, S. Meeds*

- Staff brought the variance report forward at the request of Council.
- Council discussed PNG costs at the Multiplex.
- Council discussed the multiplex program revenue and program wages.

- Council discussed the concession rental rate.
- Council discussed office and software costs, which includes booking program, key fob system, and any office charges, basic supplies.

Reserve Balances

- Staff discussed the reserve balances

Garbage Collection 2019 – 2023 Operating Budget - Director of Finance, S. Meeds

- Staff explained that this is a proposed budget.
- Council discussed non-subscriber garbage pick-up.
- Council discussed seniors not being charged for garbage collection.
- Staff discussed options for Garbage Collection Rates.
- Staff would like to establish a reserve account for the replacement of the garbage truck.
- Council discussed how residents can opt out of the garbage collection service.
- Council discussed whether the Village assets and infrastructure are set up for recycling.
- Council considered the fee structure for garbage pick up.
- Staff discussed how other communities offer seniors discounts for services.
- Staff explained that any changes made will effect any full service agreements in place.
- Council discussed the RDBN landfill and future changes.
- Council discussed the fees structure for the size of garbage can.
- Council discussed the number of loads that have decreased due to cardboard recycling
- Staff discussed the RDBN Solid Waste Management Report.
- Council discussed encouraging residents to recycle.
- Discussed curbside recycling in other communities and the high cost associated with curbside pick-up.

It was moved and seconded by Council

THAT the Garbage Collection 2019-2023 budget be approved as presented;

AND THAT starting in 2019, any excess garbage revenue over expenditure be transferred to a reserve account for garbage truck replacement or repairs;

AND THAT garbage rates for 2019 be left unchanged (see options)

CARRIED

Sewer 2019 – 2023 Operating Budget - *Director of Finance, S. Meeds*

2018-11-27-444

- Staff explained the two funds for sewer, operating and capital.
- Frontage taxes are to be used only for upgrades.
- Staff reported that the Village has not been collecting enough taxes for operating expenses and it has been subsidizing the operating budget from frontage taxes.
- Council discussed water metering.
- Council discussed the frontage tax bylaw. Frontage taxes would accumulate and could be used for future infrastructure replacement.

It was moved and seconded by Council

THAT the Sewer Operating 2019-2023 budget be approved as presented;

2018-11-27-445

AND THAT sewer user rates be increased by 9% in 2019 (\$24 for annual residential billing).

CARRIED

Sewer 2019 – 2023 Capital Budget - *Director of Finance, S. Meeds*

- Staff discussed the meaning of a capital item.
- The sewer capital reserve balance will decrease if proposed capital projects in 2019 are completed.
- Staff would like to do a complete rebuild of the 7th Ave lift station. Staff discussed the current 7th Ave lift station shortcomings. A feasibility study was completed and the proposed project start date is the summer 2019.
- Staff discussed the new technology of the grinder pump.
- Currently the sewer lines are flushed by a company from Prince George.

It was moved and seconded by Council

2018-11-27-446

THAT the Sewer Capital 2019-2023 budget be approved as presented.

CARRIED

Water 2019 – 2023 Operating Budget - *Director of Finance, S. Meeds*

- Staff discussed the water operating budget is similar to the sewer budget. The frontage tax is once again covering operational
- Council discussed the replacement of infrastructure.
- Council discussed businesses that are within the Village that are not connected to services.
- Council discussed water and sewer to the industrial park through Village Heights.
- Staff explained that the frontage tax could be used to pay down debt.
- Water taxation rates were increased in 2014, by 10%.

- CAO Worthing gave a history of water and sewer rates.

2018-11-27-447

It as moved and seconded by Council

THAT the Water Operating 2019-2023 budget be approved as presented;

AND THAT water user fees be increased by 22% in 2019 (\$54 for annual residential billing).

CARRIED

Water 2019 – 2023 Capital Budget - *Director of Finance, S. Meeds*

- Staff discussed the history of Water Capital Budget rates.
- Staff discussed the meetings with Lake Babine Nation and Burns Lake Band regarding a water treatment plant.
- Council discussed the Village of Burns Lake's credit rating. Borrowing is currently done through the RDBN, through MFA.
- Staff explained the loan authorization bylaw.

It was moved and seconded by Council

THAT the Water Capital 2019-2023 budget be approved as presented.

2018-11-27-448

CARRIED

UBCM 2019 – 2023 Budget – *Director of Finance, S. Meeds, verbal*

- Staff explained the NCGLA and UBCM are affected by property taxes.
- CAO Worthing NCGLA is in Williams Lake in May
- UBCM is in September.
- Council discussed the benefits of attending both UBCM and NCLGA.
- The number of Council that attends each year changes.

It was moved and seconded by Council

THAT the 2019-2023 Financial Plan include a provision for 4 Council members plus the CAO to attend UBCM and NCLGA.

2018-11-27-449

CARRIED

Property Taxes 2019 – 2023 Budget – *Director of Finance, S. Meeds, Verbal*

- Staff discussed that property tax rates are set in the spring.
- During the budget process, we should be taking inflation and for non-market change into account when setting the rate.

It was moved and seconded by Council

2018-11-27-450

THAT the 2019 Property Tax Levy be budgeted at the 2018 level plus a 0.35% increase for non-market change in the assessment base and a 2% increase for inflation.

CARRIED

Public Consultation Process for 2019 -2023 Financial Plan –
Director of Finance, S. Meeds verbal

- Staff asked for Council’s direction for the type of community engagement.
- Council discussed public consultation process.
- Staff explained that the financial plan must be adopted before the tax rate bylaw is adopted in May.

It was moved and seconded by Council

2018-11-27-451

THAT the required public consultation process for the 2019-2023 Financial Plan be conducted by mail, online survey and by Councillors at the mall.

CARRIED

Next Budget Meeting Date – *Director of Finance S. Meeds*

It was moved and seconded by Council

2018-11-27-452

THAT a Budget Meeting of Council be held on January 11, 2019 at 1:00 pm to review the remainder of the recommended 2018-2019 Financial Plan.

CARRIED

PUBLIC COMMENT


ADJOURNMENT

It was moved and seconded by Council

2018-11-27-453

THAT this meeting be adjourned at 8:10 pm.

CARRIED



MAYOR



CORPORATE OFFICER

Certified to be a true copy of the minutes of the Budget Meeting of Council for the Corporation of the Village of Burns Lake held on Tuesday, November 27, 2018.

