



MINUTES OF THE BUDGET MEETING OF COUNCIL FOR THE CORPORATION OF THE VILLAGE OF BURNS LAKE HELD IN COUNCIL CHAMBERS ON Monday, March 08, 2021 AT 5:30 PM

PRESENT

Mayor D. Funk
Councillor K. White
Councillor C. Rensby
Councillor H. Wiebe
Councillor K. Bjarnason
CAO S. Worthing
Director of Finance B. Jawhare
EDO L. Watson – *left at 5:55 pm*
Director of Public Works D. Ross – *arrived at 5:55 pm*
Deputy Corporate Officer V. Anderson

GUESTS

None

PUBLIC

One member of the public – *via Zoom*

MEDIA

None

CALL TO ORDER

Mayor D. Funk called the meeting to order at 5:30 pm

“On behalf of Council, I would like to acknowledge the traditional territories of the area’s Six First Nations.”

APPROVAL OF AGENDA

It was moved and seconded by Council:

2021-03-08: 83

THAT the agenda for the March 8, 2021 Budget Meeting be approved as presented.

CARRIED

PUBLIC COMMENT

None

ADOPTION OF MINUTES

None

MAYOR, COUNCILLOR, CAO REPORTS – None

REPORTS

Level of Service Survey – *Director of Finance, B. Jawhare, verbal*

- Staff gave an overview of survey results for economic development questions.

Departmental funding overview for Economic development

- Staff will update annually.
- Funding sources were discussed for economic Development.
- First year for VIC services.
- Destination BC funding will be added to the lead sheets.

NEW BUSINESS

Economic Development Budget – *Director of Finance, B. Jawhare and EDO L. Watson*

- Actuals and budgets vary due to carry forwards.
- Note 2 – line 41 Contract Services was discussed.
- Line 43, \$6,600 advertising for Ec Dev projects was discussed.
- Advertising includes Mountain Bike Tourism project participation.
- COVID increased the advertising budget.
- Page 18 discussion of marketing strategy and grant submitted to NDIT.
- Wayfinding project will include signage.

It was moved and seconded by Council:

2021-03-08: 84

THAT the 2021 Economic Development budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Tourism Budget – *Director of Finance, B. Jawhare and EDO L. Watson*

- This is the first year for the tourism budget.
- Page 16 & 17 one-time costs note 2.
- Costs vary over the years due to one-time startup costs.
- Budgeted for \$266,000.
- Do not have funding included for print tourism guide, will seeking funding for a printed guide.
- Many VICs have put tourism guides on hold for 2021.
- Line 21 – phone and internet costs are higher in year one.
- VIC website maintenance is included in IT contract.
- Discussion of IT support.

It was moved and seconded by Council:

2021-03-08: 85

THAT the 2021 Tourism budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

- *Economic Development and Tourism project details – provided for information.*

Public Works General Operating – *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- In 2021 the budget reduction due to GL conversion from old accounts to new accounts.
- Lakeland parking lot expense recovery.
- Burns Lake Band lift station will be recovered – line 5.
- Discussion of construction of the new shop – line 19
- Retroactive pay for 2019 was paid in 2020, will not occur in 2021.
- Staff will look at BC hydro invoices to factor out hook up charges.
- Re-roofing of existing shops was discussed.
- Discussion of high lift station.
- Discussion of storage options for the office, this budget will provide a lit, dry storage area.

It was moved and seconded by Council:

THAT the 2021 Public Works General Operating budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

2021-03-08: 86

CARRIED

Public Works General Capital – *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- Page 21 - \$7,300 was underspent in 2020, due to lower shop construction costs.

It was moved and seconded by Council:

THAT the 2021 Public Works General Capital budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

2021-03-08: 87

CARRIED

Public Works Buildings Operating – *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- Discussion of budget variances from 2020.
- Staff will report back on 2020 rent paid by the LD Artisan Centre.
- Correction of note 8 to note 7.
- Rent from the Anglican Church was discussed from the business case.

- Note 3 – no more rental income from the Chamber of Commerce for the Heritage Centre.

It was moved and seconded by Council:

2021-03-08: 88 **THAT the 2021 Public Works Buildings Operating budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.**

CARRIED

Public Works Buildings Capital – *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- Actual expenses were lessor due to projects coming in lower.
- 2021 budgeted \$32,000 higher due to the Anglican Church.
- No capital plans for 2022 to 2025

It was moved and seconded by Council:

2021-03-08: 89 **THAT the 2021 Public Works Buildings Capital budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.**

CARRIED

Public Works Equipment Operating– *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- Page 26, 27 & 28 were replaced with revised sheets.
- Discussion of account conversion errors.
- 2021 budget is \$24,000 higher than 2020.
- 2022 new pickup truck was discussed, preference is for a new truck over a used truck.
- Maintenance is on lines 2, 7 & 9.
- Each piece of equipment has its own cost centre.

It was moved and seconded by Council:

2021-03-08: 90 **THAT the 2021 Public Works Equipment Operating budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.**

CARRIED

Public Works Equipment Capital– *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- Discussion of equipment purchases.

It was moved and seconded by Council:

2021-03-08: 91

THAT the 2021 Public Works Equipment Capital budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Public Works Streets and Sidewalks Operating– *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- Actual for 2020 was \$64,000 than budgeted. Snow clearing was higher than budgeted.
- Overtime for snow clearing was higher than budgeted.
- Discussion of wages budget.
- 2021 will have minor sidewalk repairs completed.
- Wages for snow clearing was discussed, Overtime occurs after 3:30. The weather and emergencies dictate the amount of overtime.
- Discussion of the amount of accumulation before it is plowed.
- The previous council directed staff to increase the snow clearing efforts. Sidewalks are now cleared on weekends.
- 2020 was a low snowfall year.
- Discussion of crew start time options.
- Level of Service survey 80% of respondents are satisfied with service.
- Discussion of the overtime and whether there are options to reduce overtime.

It was moved and seconded by Council:

2021-03-08: 92

THAT the 2021 Public Works Streets and Sidewalks Operating budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

AND THAT options for crew configuration are brought back to the next budget meeting.

CARRIED

Level of Service Survey

- Discussion of the Level of Service Survey for Public Works related questions.
- General satisfaction with level of services.

Public Works Streets and Sidewalks Capital– *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- Discussion of 2020 budget variances
- 2021 budgeting \$1M lower due to less large capital projects. (line 68)
- Discussed creating a road paving priority list.
- Discussion of Line 44, page 28, note 7.

It was moved and seconded by Council:

2021-03-08: 93

THAT the 2021 Public Works Streets and Sidewalks Capital budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Public Works Garbage Collection – *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- 2021 is the last year to pay the loan for the garbage truck.
- Discussion of Browns and Greens

It was moved and seconded by Council:

2021-03-08: 94

THAT the 2021 Public Works Garbage Collection budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Public Works Cemeteries – *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- Line 13 contains interdepartmental allocations, which were not budgeted for in 2020.
- 2021, is \$5,000 higher than 2020.

It was moved and seconded by Council:

2021-03-08: 95

THAT the 2021 Public Works Cemeteries budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Public Works Water Operating– *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- Page 33 underspend, Industrial Park water study was not completed in 2020.
- Budget for 2021 is \$9,300 lower than 2020.
- Difference in revenue due to the water receptacle stations.
- Line 22 was discussed, new provincial legislation, the municipality is charged for water usage, the province discovered they were undercharging resulting in an increase for 2021.

It was moved and seconded by Council:

2021-03-08: 96

THAT the 2021 Public Works Water Operating budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Public Works Water Capital– *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- Page 35 The water treatment plant project was carried forward to 2021.
- Water treatment plant is on schedule to be fully commissioned this spring.
- Fencing needs to be completed at the site.
- Hope to complete an assessment on the Gerow Island waterline this summer.

It was moved and seconded by Council:

2021-03-08: 97

THAT the 2021 Public Works Water Capital budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Public Works Sewer Operating – *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- Variance due to interdepartmental allocations and the sewer lift station was under budget.
- Line 31 wages sewer was discussed.
- Line 39 variance due to revamping the Scada system.

It was moved and seconded by Council:

2021-03-08: 98

THAT the 2021 Public Works Sewer Operating be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Public Works Sewer Capital – *Director of Finance, B. Jawhare and Director of Public Works, D. Ross*

- Page 38 lower than budgeted because the sewer lift station came in under budget.
- Line 70 consulting fees were discussed.

It was moved and seconded by Council:

2021-03-08: 99

THAT the 2021 Public Works Sewer Capital budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Budget Process next steps – *Director of Finance, B. Jawhare, verbal*

- Meeting date options - March 22 or 23

It was moved and seconded by Council:

2021-03-08: 100

THAT a Closed Meeting for the 2021 budget process be set for March 23 for 5:15 to 5:45;

AND THAT the open Budget meeting start at 5:45 on March 23.

CARRIED

PUBLIC COMMENT

Joshua Platt – 4th Avenue

Would like to know how to participate in the public consultation process. Mr. Platt commented on wages for Public works employees and that overtime should not be reduced.

It was moved and seconded by Council:

2021-03-08: 101

THAT the meeting be adjourned at 7:45 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 Monday, March 08, 2021