



MINUTES OF THE BUDGET MEETING OF COUNCIL FOR THE CORPORATION OF THE VILLAGE OF BURNS LAKE HELD IN COUNCIL CHAMBERS ON Tuesday, March 23, 2021 AT 5:45 PM

PRESENT

Mayor D. Funk
Councillor K. White
Councillor H. Wiebe
Councillor K. Bjarnason
CAO S. Worthing
Director of Finance B. Jawhare

Deputy Corporate Officer V. Anderson

GUESTS

John Illes – RDBN CFO

PUBLIC

0 members of the public

MEDIA

None

CALL TO ORDER

Mayor D. Funk called the meeting to order at 5:45 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:

2021-03-23: 120

THAT the agenda for the March 23, 2021 Budget Meeting be approved as presented.

CARRIED

PUBLIC COMMENT

None

ADOPTION OF MINUTES

None

MAYOR, COUNCILLOR, CAO REPORTS – None

REPORTS

RDBN Taxation and requisitions for 2021 presentation – *Chief Financial Officer, J. Illes*

- For the RDBN the non-market report was 2.4 % Market change was 6.8% the average across the RDBN
- Non-market change is usually the construction of new buildings in RDBN mainly residential construction.

- 'Residential Other' saw a 24.3% increase due to the increase, due to influx of pipeline workers.
- Utilities are the largest tax contributor for the RDBN.
- Burns Lake's non-market change is for vacant lots. The changes is minus 6.7%. because vacant lots have been built on.
- Market change in Burns Lake is 9.0%, which is higher than the RDBN average.
- Discussion of Electoral Area E, 'Recreation- Non-profit' category for example it signifies the taxable portion of Francios Lake Hall.
- Area E had the largest increase across the RDBN at 21%.
- Burns Lake Rural Area B similar to Burns Lake.
- Chart on page 3, for a constant 1M requisition, in 2021 Burns Lake would pay 3.1, the increase of 0.1% is equivalent to \$687.
- In the example, Lakes District functions in 2020 25.9%, drop to 25.5% in 2021 due to assessment changes.
- An increase in the value of the property results in the rate per thousand decreasing.
- You can maintain a fixed rate; the average taxpayer would have a real dollar tax increase.
- A steady requisition would see a decrease in the tax rate.
- New construction pushes the tax burden to others.
- Municipality use multiple conversion rates; Regional Districts multiples are set by the province. Hospital assessments are based on the multiples that are set.
- Municipalities have the option to change the rates.
- Page 16 of the RDBN COW meeting was referenced.
- Discussion of the request from the museum that was approved.
- J. Illes will send the increases in the function to CAO Worthing.
- The revised assessments are available on March 31, which will provide the final assessed value.
- The revised usually does not shift by much.

Meeting Management Software Report – DCO V. Anderson

** Cost of program is included in 2021 draft Administrative Services Budget*

- Discussion of staff time to do other tasks.
- Discussion of budget process and how much time consuming tasks are completed
- At the CAO forum eScribe came highly recommended.
- Discussion of program and the reduction of errors.
- Cost for the program is included in the 2021 budget figures.

Level of Service Survey Results - *Director of Finance, B. Jawhare*

For information and review of questions 8, 9, 22, 24 & 25

- Discussion of the five questions.
- Bylaw many of the respondents would like to see more done.
- Animal control 38% said do more and increase taxes.

- Council would like to add Bylaw Enforcement to Strategic Planning discussions.

NEW BUSINESS

Legislative Services Budget– *Director of Finance, B. Jawhare and CAO S. Worthing*

- The budget increased by \$41,000 due to a few reasons, including adding \$70,000 for the resiliency grant to non-profits.
- By-elections expenses were higher.
- 2020 actuals to budgeted were lower in part due to reduced travel.
- Question about line 5, regarding council expenses that are included as remuneration expense.
- Line 10 note discussion.
- This budget does not increase an amount for council remuneration.
- Discussion of setting in policy an annual percentage increase for council comparable to staff increases.
- Membership dues are increase is due to coding and an annual 2% increase.

It was moved and seconded by Council:

2021-03-23: 121

THAT staff are directed to bring back a report on Council remuneration, including comparisons of other municipalities council remuneration.

CARRIED

It was moved and seconded by Council:

2021-03-23: 122

THAT the 2021 Legislative Services Budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Administrative Services Operating and Capital Budget – *Director of Finance, B. Jawhare and CAO S. Worthing*

- Administrative has decreased by \$27,000 lines 7 & 8 were coded incorrectly due to conversion.
- Equipment budget is lower.
- No increased cost for Vadim in 2021.
- Conference budget may be lower due to the uncertainty of whether conferences will be virtual or not.
- Asset management still waiting for approval of a grant.
- Admin capital is lower by \$39,000 due to less capital spending planned for 2021.
- Line 27 janitor fees

- Discussion of software costs.

2021-03-23: 123

It was moved and seconded by Council:

THAT the 2021 Administrative Services Budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Finance Budget – *Director of Finance, B. Jawhare and CAO S. Worthing*

- 2021 are lower than 2020 the difference because all projects are routed through this department.
- The budget decreased by \$14,000.
- Other government taxes are budget based on previous years, will know the actual number once the revised tax roll is released.
- Line 9 revenue on late payment of property taxes.

2021-03-23: 124

It was moved and seconded by Council:

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

CARRIED

Planning and Zoning Budget – *Director of Finance, B. Jawhare and CAO S. Worthing*

- 2021 budget is similar to the 2020 budget
- Budgeted a 2% increase from 2020 budgeted.
- Consulting fees for planning and zoning were discussed.

It was moved and seconded by Council:

2021-03-23: 125

THAT the 2021 Planning and Zoning Budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Other Services Budget – *Director of Finance, B. Jawhare and CAO S. Worthing*

- Building inspection, animal control and bylaw enforcement.
- RDBN building inspection contract has gone up 10%.
- The contract is based on five-year average.
- Animal control includes sending animals to Prince George.
- Discussion of dog transportation.
- Discussion of spay and neuter program.

It was moved and seconded by Council:

2021-03-23: 126

THAT the 2021 Other Services Budget be approved subject to the adoption of the 2021 Village of Burns Lake budget.

CARRIED

Reserve Balances – for information - *Director of Finance, B. Jawhare and CAO S. Worthing*

- *Reserve balance information was provided at the March 23 Budget Meeting.*
- 2019 versus 2020 actuals
- 2020 Actuals show what was used from reserves in 2020.
- Once the budget is approved a new Reserve Balance sheet will be provided.
- Discussion of the Northern Capital and Planning Grant
- Explanation of the Northern Capital and Planning Grant.
- Climate Action was discussed.

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

It was moved and seconded by Council:

2021-03-23: 127

THAT a fourth meeting for the 2021 budget process be set for April 20 at 5:15 pm.

CARRIED

It was moved and seconded by Council:

2021-03-23: 128

THAT the meeting be adjourned at 7:17 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, March 23, 2021