

**VILLAGE OF SAYWARD
SPECIAL BUDGET MEETING
MINUTES**

Minutes of the Special Council Meeting held January 24, 2008 at the Village Office, 601 Kelsey Way at 7:00 p.m.

PRESENT: Mayor Heather Sprout
Councillor John MacDonald
Councillor Debbie Coates
Councillor Barry Nash

ABSENT: Councillor Heidi Schrader (without leave)

IN ATTENDANCE: Cameron Cairncross, CAO
Diane Mason, Deputy Clerk Treasurer
Mike Atchison, Foreman Public Works and Fire Chief

1. CALL TO ORDER

Mayor Heather Sprout called the meeting to order at 7:00 pm.

2. INTRODUCTION OF LATE ITEMS

NIL

3. APPROVAL OF AGENDA

MOTION S08/005

MOVED BY COUNCILLOR MACDONALD

SECONDED BY COUNCILLOR NASH

THAT the agenda be approved.

CARRIED

4. MINUTES OF PREVIOUS SPECIAL BUDGET MEETING

4.1 Minutes of the Special Budget Meeting Held Jan 3, 2008

MOTION S08/006

MOVED BY COUNCILLOR NASH

SECONDED BY COUNCILLOR COATES

THAT the Minutes of the Special Budget Meeting of Jan 3, 2008 be adopted.

CARRIED

5. PETITIONS AND DELEGATIONS

NIL

6. CORRESPONDENCE

NIL

7. COMMITTEE REPORTS AND STAFF REPORTS
7.1 Report of the CAO – 2008 Budget Priority Setting

MOTION S08/007

MOVED BY COUNCILLOR MACDONALD

SECONDED BY COUNCILLOR COATES

THAT the report of the CAO recommending a process to prioritize suggested 2008 capital and operating projects, and

THAT the list of capital and operating projects be received for information.

CARRIED

7.2 Council Discussion and Prioritization of 2008 Budget Projects List

Council discussed each item and the following prioritized list was produced:

Consensus on Top 11. (Sorted Alphabetically)

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|----|---|---|---------|
| 1) | ARBORIST REPORT | <i>Fit into 2008</i> | \$3 K |
| | Safety review of trees on Village property; use funds from the Operating Surplus if costs are to be incurred for any safety related tree work. May also impact 'trees for views' project. | | |
| 2) | BUILDING BYLAW | <i>Fit into 2008</i> | \$2K |
| | Contract to City of Campbell River for building bylaw assistance and enforcement. | | |
| 3) | DREDGE DAM | <i>Fit into 2008 and reconsider in years following, after 11) is complete</i> | \$20 K |
| | To increase water capacity. \$20K per year for five years. Dredging to completion may not be required if the results from item 11) recommend wells as the primary source for the drinking water supply. | | |
| 4) | PAVING MAINTENANCE PROGRAM | <i>Fit into 2008</i> | \$15 K |
| | Village roads are breaking up in many locations. \$15 K is suggested as a minimum annual amount and also annualized over the next five years or until the roads are repaved. | | |
| 5) | PLAYGROUND UPGRADE | <i>Fit into 2008 with less funding; add to 5 year cap plan</i> | \$20K |
| | Three year program of equipment and fall protection at \$20 K/year. | | |
| 6) | PRESERVE OR INCREASE THE OPERATING SURPLUS | <i>As much as possible</i> | \$53 K |
| | preserving the surplus allows for unforeseen operating costs and provides the ability to use it for future additional services, without additional cost to the taxpayer, up to the \$53 K level. | | |
| 7) | SEWER INFLOW AND REHABILITATION IMPLEMENTATION | <i>Fit into 2008</i> | \$500 K |
| | Implementation Study currently underway. 2007 budgeted costs exceeded \$500 K gross (grants will apply). We currently exceed our permitted discharge out of the sewer outfall during storm events. Study will provide up-to-date costing. | | |

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|-----|--|---|--------|
| 8) | SHOP ELECTRIC UPGRADE AND SAND SHED ENCLOSURE
Inadequate power in large shop to operate tools and equipment. | <i>Fit into 2008</i> | \$4.3K |
| 9) | TRACTOR/LOADER/MOWER | <i>Fit into 2008</i> | \$72 K |
| 10) | WATER/SEWER SKADA SYSTEM
SKADA is a trouble reporting and monitoring system for sewer/water system.
Reports and alarms are sent to a central monitoring station. | <i>Fit into 2008; add to five year plan</i> | \$3 K |
| 11) | WATER SOURCE OPTIONS
Preliminary study to develop long term options for the drinking water source
i.e. dam, wells, filtration. | <i>Fit into 2008</i> | \$15 K |

Two Votes. (Sorted Alphabetically)

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|-----|---|--|-------|
| 12) | DAM REHABILITATION
Study underway which will develop upgrade requirements. | <i>Wait until study is done; maybe after costs come in</i> | \$? |
| 13) | DCC REVIEW
Preliminary review to determine the requirements and process to create
Development Cost Charges for new developments that impact municipal services. | <i>Not seen as important at this time</i> | \$3 K |

One Vote. (Sorted Alphabetically)

- | | | | |
|-----|---|--|-----------------------------|
| 14) | EMERGENCY POWER KELSEY CENTRE
Costs to be developed; could be \$10 K + | <i>Not seen as important at this time</i> | \$10 K |
| 15) | FIRE HALL LAUNDRY AREA | <i>Use funds from 2007 Operating Surplus</i> | \$2.3 K |
| 16) | PLAYGROUND SHELTER
Material costs only; consider volunteers from community to build. | <i>Add into an overall plan for the playground</i> | \$5 K |
| 17) | POND AERATOR
\$65 K total, \$32.5 K grant, net \$32.5 K. | <i>Wait for results of the of opening of gate valve</i> | \$32.5 K |
| 18) | A) PUBLIC WORKS YARD POWER SMART LIGHTING
\$1.3K is net of Hydro Grant; \$210 annual power savings.
B) KELSEY CENTRE POWER SMART LIGHTING
Also will be reviewed in the Kelsey Centre HVAC study; \$1.7 K annual savings.
C) VILLAGE OFFICE POWER SMART LIGHTING
\$1.2 K net after grant; \$164 annual savings. | <i>Try to fit into 2008</i> | \$1.3K
\$12 K
\$1.2 K |
| 19) | SAYWARD NEWS
Distribute to all post-office mailboxes; current distribution to Village residents
reduces our exposure for recreation, fire department ambulance, events, news, etc.
Many of our volunteers live outside the Village for example. | <i>Fit into 2008</i> | \$1.5 K |
| 20) | TREES FOR VIEWS
Funds to pay for removal of trees to enhance views | <i>Reservations about funding from general taxes; 'user pay'</i> | \$? |

- 21) STAFF TRAVEL/TRAINING *Fit into 2008* \$5 K
Increase to 2004 budget level and increase in mileage rate to \$0.50/kilometer.
- 22) ZONING REVIEW *Not seen as important at this time* \$3 K
Preliminary review of the current zones to determine where improvements could be made.

0 Votes, (Sorted Alphabetically)

- 23) BEAR PROOF TRASH CONTAINERS *Not seen as important* \$4 K
Estimate is \$2 K per receptacle. One in each – Campground, Playground,
- 24) COUNCIL HONOURARIUM *Fit into 2008* \$1.75 K
\$50/month increase/member of council. Start in June 2008. Annualized for 2009 and 2010.
- 25) COUNCIL TRAVEL/TRAINING *Fit into 2008* \$2 K
Increase in mileage rate to \$0.50/kilometer. Increase for new councillors to attend the new councillors UBCM conference.
- 26) HANGING BASKETS *Fit into 2008* \$500
Reinstate hanging baskets on anchor.
- 27) KELSEY CENTRE HVAC IMPLEMENTATION *Wait until study is done; maybe* \$?
Study underway; will identify costs and payback. *after costs come in*
- 28) PEP OPERATING EXPENSES *Fit into 2008* \$1.5 K
Currently there are no operating funds budgeted such as travel, course material, printing, office supplies.
- 29) POLICE TRANSFER TO RESERVE \$0 K
Keep \$5 K level and create an equipment reserve and transfer current police reserve funds to the new Equipment Reserve. No additional cost item.
- 30) RECYCLING BINS IN PARK *Ask Mennonite Church if they want to* \$1 K
Cost is estimated at this time. *add and maintain the bins and keep the funds; Cnclr Coates will contact them.*

MOTION S08/008

MOVED BY COUNCILLOR COATES

SECONDED BY COUNCILLOR NASH

THAT the Council of the Village of Sayward approve the prioritized list of 2008 budget projects, and

THAT staff develop the 2008 Capital and Operation budgets and the 2008 to 2012 Capital and Operating Five Year Plan using the list as a guideline and report back to Council with the proposed budgets.

CARRIED

8. UNFINISHED BUSINESS

NIL

9. NEW BUSINESS

NIL

10. BYLAWS

NIL

11. PUBLIC QUESTION PERIOD

NO QUESTIONS

12. TERMINATION

12.1 Termination

MOTION S08/009

MOVED BY COUNCILLOR COATES

SECONDED BY COUNCILLOR NASH

THAT the Council of the Village of Sayward adjourn the Special Budget Meeting of January 24, 2008.

CARRIED

The Special Budget meeting was adjourned at 9:45 pm.

MAYOR

CAO