

VILLAGE OF EMPRESS
REGULAR COUNCIL MEETING
JULY 21, 2022

The Regular Meeting of the Council of the Village of Empress was held by Zoom on Wednesday July 21, 2022 at 7:30 p.m.

**MEMBERS
PRESENT**

Official Administrator – Harold Johnsrude
Interim CAO – Kelly Tucker

Recording Secretary/Zoom coordinator – Tamara Ravenwood

CALL TO ORDER

The regular council meeting was called to order by Harold Johnsrude at 7:30 p.m.

**ACCEPTANCE OF
AGENDA**
C81-07-21-2022

MOTION by Harold Johnsrude to approve the July 21, 2022 Council meeting agenda with the addition of 7.3 Village Credit Card Signing Authorities.

CARRIED

**ADOPTION OF
MINUTES**
C82-07-21-2022

MOTION by Harold Johnsrude to approve the minutes of the Regular Council Meeting held on June 29, 2022.

CARRIED

**REGISTERED
PRESENTATIONS**

No presentations.

**COMMITTEE
REPORTS**

No reports.

**PUBLIC WORKS
REPORT**

A brief Public Works report was given by Kelly Tucker.

CAO REPORT

The CAO Report was given by Kelly Tucker, who described the ongoing challenges to meet the water testing standards. A remote system to monitor the status of the water would reduce the costs of a water tech needing to travel, by making fewer trips to Empress.

**REMOTE ACCESS
TO WATER
MONITORING
SYSTEM**
C83-07-21-2022

MOTION by Harold Johnsrude to authorize administration to apply for MSI capital funding in the amount of \$15,000 for the water treatment facility monitor.

CARRIED

**OFFICIAL
ADMINISTRATOR**

OA Johnsrude provided a report describing the agreement from 2017 by which Special Areas is our backup for Water Operator tasks, at no charge to the Village.

<p>REPORT</p> <p>FINANCIAL REPORT</p> <p>OLD BUSINESS SPLASH PARK</p>	<p>He also explained that his last meeting, in service of the Village, will be on August 18th, 2022 when the newly-elected council will be sworn in.</p> <p>OA Johnsrude gave the following report. This report compares the financial actual to the budget that was approved by the previous Council as at June 30. Budget details were available for the revenues but just department totals for expenses. But most of the details for expenses were able to be determined. Summary comments are:</p> <p>Introductory Comments</p> <ul style="list-style-type: none"> • The 2022 budget planned for a surplus of \$105,857 prior to amortization. A deficit of \$43,790 is projected when amortization expense of \$150,000 is included. A deficit created by the annual amortization expenses is allowed. • This report separates the amortization expense because it is non-cash and is only recorded at the end of the fiscal year. Including in each department would distort projections. • The current surplus position excluding amortization is \$128,000 but it is too early to determine if that position will hold. My projection is that it will decrease. <p>Revenue</p> <ul style="list-style-type: none"> • Net municipal taxes are close to the budget amount. • Many of the 2022 grants have not been received yet but the major ones have been confirmed – MSI operating and Special Areas. • Fees for utilities are on target and sale of gravel has already exceeded the budget by \$4,000. • A major concern is Subdivision fees which is budgeted at \$60,000 with no revenue to date and none projected. <p>Expenses</p> <ul style="list-style-type: none"> • As mentioned, several months ago, 2022 is not a normal year for the Village due to staff changes and vacancies. • The General section is for the education and seniors’ lodges requisitions; the revenue and expense budgets have been amended to reflect the 2022 requisition amounts. • The Council budget will obviously be in a positive position; . • Insurance and utility costs were analyzed because they have increased more than the budget or are projected to exceed the budget <table data-bbox="552 1428 1055 1554" style="margin-left: 40px;"> <tr> <td>Insurance</td> <td>B \$21,700</td> <td>A \$23,500</td> </tr> <tr> <td>Gas</td> <td>B \$9,000</td> <td>A \$9,150</td> </tr> <tr> <td>Electricity</td> <td>B \$27,350</td> <td>A \$19,550</td> </tr> </table> • Water expenses are projected to exceed the budget; the amount has yet to be determined. • FCSS shows no expenses but the programs have just started. • Land/Housing will probably be over budget due to major repairs on a house rented by the Village. <p>A quote for repairs to the park was requested at the last meeting.</p>	Insurance	B \$21,700	A \$23,500	Gas	B \$9,000	A \$9,150	Electricity	B \$27,350	A \$19,550
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<p><u>REPAIRS</u> C84-07-21-2022</p> <p>WATER TOWER AND PUMP STATION CAPITAL PROJECT</p> <p>NEW BUSINESS</p>	<p>MOTION by Harold Johnsrude to authorize administration to proceed with the project if the quote is not greater than \$10,000 with funds to be used from the Unrestricted Surplus account if required and require Council approval to proceed if the quote is greater than \$10,000.</p> <p style="text-align: center;">CARRIED</p> <p>This project is in the approved 2022 capital budget at total cost of \$1.5 million funded provincially and locally. Council requested Kelly to review the water tower and pump station project with MPE Engineering to determine the timeline when this work should be done. Kelly Tucker provided the update on this project, and the matter was tabled for further assessment.</p> <p>The deadline to file the audited financial statements is May 1 of the following year. This deadline was missed for obvious reasons due to the CAO position vacancy and no Council. The auditors were ready to present this statement at the June meeting but during the administrative review prior there was an item to address which has now been resolved. That item was the Village gravel inventory which previously did not have an appropriate measurement. MNP representative, Tracy Noullett, presented the financial statements and answered questions.</p>
<p><u>AUDITED FINANCIAL STATEMENTS 2021</u> C84-07-21-2022</p> <p><u>PROCEDURAL POLICY</u></p>	<p>MOTION by Harold Johnsrude that the audited Financial Statements and Financial Information Return for the year ended December 31, 2021 be approved.</p> <p style="text-align: center;">CARRIED</p> <p>The previous Council was in the process of addressing amendments to the current Procedural Bylaw 2-2021 with a replacement Procedural Bylaw 1-2022 which has received 1st reading. I made a motion at the last meeting to defer the 2nd and 3rd readings of Procedure Bylaw 1-2022 to when a new Council is in place. This is a very detailed and extensive policy. I also mentioned that I may have some suggested amendments for Council to consider which are:</p> <ul style="list-style-type: none"> • Remove the day and time for regular Council meetings and address at the annual organizational meeting which will provide flexibility for Council members schedules as required and not requiring the bylaw amendment process. • Most of the amendments extend the time when an agenda is to be reviewed by the Mayor and CAO – from 4 days to 14 days. That is a long time because there will be items to arise subsequently for Council to address that may not be urgent but should be addressed. • Committee reports – oral or written? • No surprises - Urgent business and ‘notices of motion’ should be understood. • Agenda format could be refined to be easier to understand.

